



## ***City of Boiling Spring Lakes***

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes October 11, 2017 5:15 P.M. Community Center**

**ATTENDANCE:** Michelle Hennessy, Chairperson, Lucille Launderville,  
Kevin Metzker, Sr.

**ABSENT:** Kathleen Caric, Jim Stein (both excused)

**COMMISSIONER LIAISON:** (open)

**STAFF:** Pamela Bellina, Administrative Assistant

*Prior to the commencement of the meeting, the Special Events Committee presented to Boiling Spring Lakes Police Chief Brad Shirley and Boiling Spring Lakes Assistant Fire Chief Mike Harris a check in the amount of \$304.50 each representing the proceeds from the 9/11 Memorial Bike Run held on September 9, 2017.*

#### **I. CALL TO ORDER**

Chairperson Michelle Hennessy called the regular monthly meeting of the Special Events Committee to order at 5:26 p.m.

#### **II. APPROVAL OF AGENDA**

A motion was made by Kevin Metzker and seconded by Lucille Launderville to approve the agenda as written.

**Vote: 3 - 0**

### **III. APPROVAL OF MINUTES**

A motion was made by Kevin Metzker and seconded by Lucille Launderville to accept the September 13, 2017 minutes as written.

**Vote: 3 - 0**

### **IV. PUBLIC COMMENT**

There were no public comments.

### **V. OLD BUSINESS**

#### **a. Fall Festival / Haunted Hayride ~ October 21, 2017**

The committee has commitments from the following scene makers: the BSL Firehouse, Snider girls, Cub Scouts Troop #102 and Ernie Siriani. Also, the big dump truck will be out there. An application was given to Josh Trivette and Pamela will give an application to Ruth Bek.

Michelle purchased the candy, balloons for the dart game, toy prizes, tattoos and dum dum pops for the sucker pull game.

Ernie will get a few extra bales of hay to set up in the picture taking area. Phil Casper has agreed to be photographer for the picture area. Michelle will look through storage for the scarecrows and see what shape the ghost was in. John Thomas will be finishing the floor of the trailer soon and then the committee can empty the storage unit and see what condition everything is in so they can reassess their needs.

The committee will go shopping next week for food items. They have soda and water left over from the 9/11 Memorial Bike Run which will be used for this event.

Lucille will be buying items for the costume contest gift bags. For the adult costume contest gift bag, Food Lion donated a gift card which Kevin picked up and Michelle hopes to get a gift card from Pepperoni Grill.

Michelle reminded the members they still need judges for the scenes. If they could not find anyone to judge, Michelle suggested asking three impartial attendees. The committee also needs someone to help people on and off the hayride.

The committee will have the following games for the event: balloon darts, cauldron toss, bowling, toilet paper toss, cupcake walk, cup ping-pong toss, face painting, tattoos, fortuneteller and the area where pictures will be taken. Michelle was also hoping to have a pin the stem on the pumpkin type of game. Michelle also said there should be a witches hat toss game in one of the bins. Lucille fixed and filled the bean bags and Michelle said they probably go to the candy corn corn-hole toss game which she believed was at the back of the storage unit. Lucille also cleaned all of the skeleton heads. Michelle wanted to purchase orange lights to string up.

Michelle emailed Mary Green and received permission to start decorating Friday night. Kevin will have Sergeant John Thomas bring the light tower over Friday night so they can get the lighting set.

The committee redesigned the layout of the games and the line for the haunted hayride which will now start at the right side of the Community Center and scroll behind the building to the trail. Michelle will ask Mary Green if they can move the picnic tables closer to the food tent that will now be located alongside the left side of the Community Center. Kevin checked that the Fire Department generator was working properly which the committee plans to use out on the haunted trail. Kevin reminded the committee they need extension cords and electrical strips. Kevin also said the cub scouts would need a table so they can sell their popcorn fundraiser.

Lucille advised they placed the order for three tents and hand truck through Amazon. The purchases totaled \$830.60 which funds will come from the committee's capital fund to pay for the purchases. In addition, Kevin spoke with a recommended graphics company about graphics for the trailer.

Michelle said they will need \$150 for the scene prize and believes approximately \$170 for food. Michelle suggested this year to purchase 20 lbs. of hamburger meat since they ran out last year. She suggested to the committee that equipment could be purchased with any remaining funds in the budget for this event. She also reminded the committee that in the past, funds generated from the sale of food at the event were used to purchase items such as equipment needed to host the event or they can donate the funds to a family in need. The committee will discuss this topic at the November meeting. The committee members then discussed what they will charge for the food and decided as follows:

\$3.00 for tacos in a bag and a drink  
\$1.00 for soda, water, or hot chocolate  
\$0.50 for a bag of chips  
\$0.50 for a bag of popcorn

Michelle, Jim Stein and his wife and Kevin's son will make cupcakes for the event. Kevin will purchase 3 boxes of mix and frosting. Michelle will purchase 1 or 2 boxes as she was unsure how many boxes Jim and his wife would make. Lucille asked that napkins and paper towels be purchased. Kevin noted his wife Tammy would like to donate three locks for the trailer. Michelle said she needs to run that by City Hall first and said the keys to the trailer will be kept at City Hall. Michelle also noted that members of the committee will no longer have to take committee items home to store now that they have the trailer.

The JRTOC colonel has set up times for groups of his volunteers to help at the event ensuring coverage for the whole event. The committee members will meet Friday night to start set up and, depending how much is done that night, Saturday morning to finish set up.

Chief Shirley noted that the Police Departments has a lot of Easter items he would like to donate to the Special Events committee. The committee was thrilled with the donation and thanked Chief Shirley.

**VI. NEW BUSINESS**

**a. Tree Lighting / Christmas Festival**

This matter was tabled to the November meeting.

**VII. ANNOUNCEMENTS**

There were no announcements.

**VIII. NEXT MEETING AGENDA ITEMS**

Tree Lighting / Christmas Festival

**IX. ADJOURNMENT**

A Motion was made by Kevin Metzker and seconded by Lucille Launderville to adjourn the meeting at 6:20 PM.

**Vote: 3 - 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant