



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

**Special Events Committee
Meeting Minutes
March 8, 2017
6:00 P.M.
City Hall**

ATTENDANCE: Michelle Hennessy, Chairperson, Kathleen Caric, Lucille Launderville, Kevin Metzker, Sr., James Stein

COMMISSIONER LIAISON: David Crawford (absent/excused)

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Chairperson Michelle Hennessy called the regular monthly meeting of the Special Events Committee to order at 5:59 p.m.

II. APPROVAL OF AGENDA

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

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Kathleen Caric and seconded by Jim Stein to accept the February 8, 2017 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

None.

V. OLD BUSINESS

a. 2017/2018 Fiscal Year Budget

The members of the committee discussed the budget for each event and decided on the following budget increases:

Office Supplies – leave at \$100.

Storage Unit – leave as is until Commissioner Crawford discusses with the BOC the committee's need for an enclosed trailer in place of the storage unit.

Eggstravaganza (formerly Spring Bike Ride) – increase from \$700 to \$800 as this is a new event and requires a slightly higher budget.

Spring Fling – increase from \$1200 to \$1400.

9/11 Memorial Bike Run – increase to \$1500.

Haunted Hayride/Fall Festival – increase to \$1500. This is the biggest event the committee puts on for the City and have run out of candy and food the past couple of years.

Music Festival (formerly Battle of the Bands) – increase from \$700 to \$900. This is a revamped fundraising event with the committee to sell food and raffles to help raise funds for the Mitch Prince Scholarship Fund which benefits the BSL Police Department in continuing their education.

Christmas Festival – increase from \$500 to \$700 (see paragraph below)

Michelle will provide Karen Thompson at City Hall with the requested budget numbers. Kevin said he would speak with Fire Chief Tickle about asking the First Baptist Church if the Fire Department and Special Events committee can host the Christmas Festival at the Church which would require a donation and is one of the reasons for the increase in budget.

b. Eggstravaganza ~ Easter Egg Hunt ~ April 8, 2017

Michelle prepared the flyers and will have Pamela print them. She has also purchased the plastic eggs and the Easter Bunny Costume. Kathleen's daughter Katie will be the Easter Bunny.

Michelle also prepared the donation letter requests which Kevin will bring to the local businesses such as WalMart and Food Lion. Jim said he would check with Harris Teeter for donations also. The committee is looking for donations of candy/prizes small enough for the plastic Easter eggs, cupcake mix and icing as well as pastel face paint.

Kathleen spoke with the high school and the National Honor Society will stuff the eggs with the candy/prizes. She emailed Pamela the coloring pages which were printed. Kathleen advertised the event on Facebook (boosted the event) as well as in the Southport Town Planner website and the State Port Pilot. The craft for the event, if they find all the supplies, will be to make maracas from plastic Easter eggs with plastic spoons and washi tape. They will have face painting at the event also. Michelle asked everyone to please make two boxes of cupcakes each for the cakewalk.

c. Spring Fling @ The Lakes ~ May 20, 2017

Michelle spoke with the VFW about providing hot dogs at the event and hoped to have an answer soon as they were meeting the same night. The members discussed having food other than hot dogs and thought barbeque would be ideal because they have been asked if the barbeque cook-off contestants could sell sandwiches which they cannot unless they have a health permit. Michelle will ask the VFW if they can expand their menu to include barbeque. It was also discussed to ask the new local business in town, Vanida Sisters, if they would like to provide food at the event too.

Lucille will research a new vendor for the bouncy house and slide as the previous owner sold the business. Michelle reminded her to make sure they can provide proof of insurance.

Michelle had not heard back from Kayak Adventures but has someone who is willing to help with the kayaks although he can only provide one kayak. She asked the members if they knew of anyone else who could provide kayaks. Michelle thought the Parks & Recreation Department may have kayaks and will ask.

Michelle will start working on the vendor letters and has posted the event on a few crafting websites. Kevin will make sure the Fire Department and EMTs are at the event. Michelle reached out to the resident who said he could help get a car show together for the event but has not heard back from him as yet. Michelle asked Kevin if he could please try and get in touch with him. Michelle asked Lucille if she could get in touch with Colonel Blue about having the JROTC Color Guard at the event. Michelle further advised they are required to have an extra porta-potty for this event.

VI. NEW BUSINESS

a. Music Festival (formerly Battle of the Bands) ~ June 17, 2017

Michelle will start working on the flyer. She will put out notice on the music websites they will be hosting a music festival fundraising event. The members discussed having all types of talent instead of just music. Kathleen will contact the local dance studios, the local theaters and the school choir. The members decided to provide food at the event and will have raffles. Kathleen will contact a few of the local restaurants for gift cards for the raffles.

VII. ANNOUNCEMENTS

Kevin said he spoke with the carnival people. They are booked for 2017 but we are on the list for April 2018. Michelle asked if we could be put on the list for July to coordinate with the Southport 4th of July events.

VIII. NEXT MEETING AGENDA ITEMS

Eggstravaganza Easter Egg Hunt ~ recap
Spring Fling @ The Lakes
Music Festival

IX. ADJOURNMENT

A Motion was made by Lucille Launderville and seconded by Kevin Metzker to adjourn the meeting at 7:00 PM.

Vote: 5 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant