



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes June 14, 2017 6:00 P.M. City Hall

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

COMMISSIONER LIAISON: David Crawford

STAFF: Pamela Bellina, Administrative Assistant (absent/excused)

ALSO IN ATTENDANCE: Corporal John Thomas

I. CALL TO ORDER

Chairperson Michelle Hennessy called to order the regular monthly meeting of the Special Events Committee at 6:02 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: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Kevin Metzker and seconded by Kathleen Caric to accept the May 10, 2017 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Spring Fling @ The Lakes

Michelle said J. R. Barker would organize the entire car show next year as long as she notifies him early. Commissioner Crawford thought the kayaks were a big hit and Michelle thought so too. She would like to have that every year even if they have to purchase their own kayaks. Commissioner Crawford suggested renting kayaks from the company in Southport. Jim was asked from some attendees when they would have kayaks at the lake again. Michelle advised that Special Events used to have raft race where you built your own raft but when the economy dropped, they did away with the race. She suggested coming up with another event with kayaks. Kevin advised the Fire Department bought a new doublewide johnboat that can be used next year. Commissioner Crawford thought the water safety group that had a booth at the event was a good advertisement for water safety. Jim suggested having walkie-talkies at their events to keep in touch with each other. Michelle said they had them in the past but keeping them in storage was not good and would need to keep them in City Hall. Lucille mentioned Nancy Crawford was kind enough to donate a megaphone for their use at events. In addition, the barbeque and the contribution from the Crawfords was greatly appreciated by the Committee.

b. Basketball Tournament ~ June 24, 2017

Kathleen advised they had one team sign up but the event was just announced and she expects more people to sign up closer to the event. She figured if there were 10 teams that signed up it will take about 5 hours to play double elimination. She thought they should throw in another half-court shot game with everybody putting in \$2 and if they win then they get half the pot. If they get 16 teams, it will take 9 hours to play. Kathleen said if they get more than 16 teams sign up, they need to use a second court which they do have permission. They have access to the PA system and scoreboard. Tables will be set up, there will be two referees but may have to get seniors who have graduated to be referees if they need to open a second court. Unfortunately, Laney High School will be putting on a huge tournament, has 10 courts in Wilmington, and has pretty much hired every referee in the area. Michelle asked if the school's security would be there and thought they should ask if they could get an officer or two to police the event. Kathleen mentioned there will be off-duty officers playing that day and there will be a Sheriff's Officer singing the National Anthem who will be staying for a while.

The committee has full use of the concession stand with two refrigerators. The committee discussed selling hot dogs and hamburgers at the event. Lucille will be looking at a popcorn machine that was donated and the person has prepackaged popcorn packages for sale for the machine. They can purchase three cases at \$22.73/case and 48 packets per case and there are popcorn sleeves to go with it.

A Motion was made by Lucille Launderville and seconded by Kevin Metzker to purchase three cases of prepackaged popcorn packages. The popcorn machine, if accepted by the Committee, was donated.

Vote: 5 – 0

The members also discussed having hamburgers and hot dogs at the event along with the popcorn. There will also be bags of chips and drinks. Also discussed were selling nachos, which will only require the chips, and the nacho cheese that can be heated in a crock-pot and poured over the chips.

Jim Stein stated he has to work the day of the tournament. Kathleen asked Commissioner Crawford if he could handle the brackets. She explained there is a program on the computer you put in the number of teams and add double elimination and it compiles the brackets for you. Kathleen explained how the brackets work. Officer Thomas suggested using poster paper pad on an easel to list the brackets. Michelle will borrow an easel from work. Kathleen also spoke about sponsoring teams and Michelle said a note could be put on Facebook that there are sponsors available. The members also spoke about putting people together to make teams. Commissioner Crawford suggested stating on Facebook there are sponsors available for some pick-up teams. Kathleen boosted the event on Facebook initially for \$15 and will boost it again for another \$10. On Thursday, she will put another boost out for \$10.

The members discussed whether to have trophies, plaques or prize packages. Commissioner Crawford suggested since this is the first year, give gift cards. Michelle said there are online companies where she can purchase inexpensive small trophies and they can be given with a cash prize.

A Motion was made by Kathleen Caric and seconded by Michelle Hennessey to purchase small trophies and give cash prizes dependent on how many teams sign up for the event.

Vote: 5 – 0

Michelle purchased the wristbands in two colors and will give one color to the players and the other color to the spectators upon paid admission. Kathleen suggested the teams have matching color team shirts. The cost to be a spectator will be \$10 and Kathleen suggested \$5 per child 13 and under. The gym rental is \$45/hour, they rented it for a maximum of 9 hours, and the school said there would be no charge after 9 hours. There will be a janitor present to let them in the school but the members are required to clean up after the event. Commissioner Crawford offered to purchase the food on Friday. Water, soda (regular, diet and Sprite) and Gatorade will be the drinks they will sell. Commissioner Stilwell and Chief Shirley will be putting together a schedule of police officers and their families to help volunteer at the event. Michelle will contact the Sheriff's Office to see if an officer is available to be at the school. Commissioner Crawford confirmed that he would meet with Kathleen on Thursday night to compile the team entries and create the brackets. They will need a check for the school that can be paid after the event, cash for the referees and cash to make change.

VI. NEW BUSINESS

a. Mayor's Cup Golf Tournament ~ August 19, 2017

Michelle will provide to the members the list of golf courses to contact for golf packages for the event. She will also speak with Steve White, the owner of The Lakes Country Club, as he mentioned he might want to do something different this year for the golf packages.

b. Update Mission Statement

Michelle explained the Mission Statement on the website lists all of their events but when an event has changed like Spring Bike Run to Eggstravaganza Easter Egg Hunt and Battle the Bands to Hoops and Heroes Basketball Tournament, it requires a change on the website. Michelle asked the members to please review the Mission Statement and come up with something that does not specifically mention each event but explains what the committee's mission is. Michelle recently heard from people who wanted to participate in Battle of the Bands this year but the event was changed to Hoops and Heroes Basketball Tournament. People were confused because they saw the event listed in the Mission Statement. Lucille volunteered to rewrite the Mission Statement.

Kathleen discussed bringing back Battle of the Bands and asking The Office to host it outside and they can get the food and drink sales. Officer Thomas explained in order for there to be beer or wine sales, the event must take place inside, as attendees will not be allowed to take the beer or wine outside. Michelle explained she has researched this in the past and there is a company that comes out with a beer truck, they assume the liability of getting the proper permits/licensing, etc., and then the event can be held at Spring Lake Park.

Officer Thomas suggested having a movie night as an event. Michelle explained that would require getting permission to use the park at night. The only park open at night is North Lake Park.

Kathleen asked Commissioner Crawford if the committee could have two extra members and he suggested alternate members that do not vote but can participate. Michelle thought the committee needed more volunteers and suggested posting on Facebook asking for volunteers. Kathleen will also start a sign-up sheet at the basketball tournament and the Fall Festival looking for volunteers.

VII. ANNOUNCEMENTS

Commissioner Crawford offered to make barbeque, baked beans and hash brown casserole for the 9/11 Memorial Bike Run. He also mentioned he would be unable to attend the July meeting.

Michelle announced she hoped to be moving into her new house in July.

VIII. NEXT MEETING AGENDA ITEMS

Hoops & Heroes Basketball Tournament ~ Recap
Mayor's Cup Golf Tournament

IX. ADJOURNMENT

A Motion was made by Lucille Launderville and seconded by Kevin Metzker to adjourn the meeting at 7:27 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant