



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes September 13, 2017 5:15 P.M. City Hall**

**ATTENDANCE:** Michelle Hennessy, Chairperson, Kathleen Caric (via FaceTime),  
Lucille Launderville, Kevin Metzker, Sr.

**ABSENT:** James Stein (excused)

**COMMISSIONER LIAISON:** (Open)

**STAFF:** Pamela Bellina, Administrative Assistant

**ALSO IN ATTENDANCE:** Sergeant John Thomas, BSL Police Dept.

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

Chairperson Michelle Hennessy called the regular monthly meeting of the Special Events Committee to order at 5:18 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: 4 - 0**

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

A motion was made by Kevin Metzker and seconded by Lucille Launderville to accept the August 9, 2017 minutes as written.

**Vote: 4 - 0**

#### **IV. PUBLIC COMMENT**

There were no public comments.

#### **V. OLD BUSINESS**

##### **a. Mayor's Cup Golf Tournament ~ recap**

Michelle advised that Steve White donated \$625 to the Special Events Committee from the Mayor's Cup Golf Tournament. Michelle stated this donation would be deposited into the committee's capital fund so much needed items could be purchased such as tents and items for the trailer.

##### **b. 9/11 Memorial Bike Run ~ recap**

Michelle advised they made \$609 from this event which will be donated to the Police and Fire Departments. Michelle will ask Karen Thompson to cut checks in the amount of \$304 for each department and the committee will present the donation. Attendance was not as good as they anticipated from the responses received but felt it was due to Hurricane Irma.

Some of the comments received at the event were to serve barbeque platters instead of barbeque sandwiches and to have sign-up sheets where they can provide email addresses for future events.

Kevin attended a firehouse meeting and thanked all of the firefighters who helped at the event. Chief Tickle advised they were happy to host the event and looked forward to hosting other events.

Kathleen asked to get a copy of the receipt for the food purchased so they can keep track of what was purchased which will help determine what to purchase for next year's event. Lucille suggested more control of expenses and the need for accurate accounting for each event. If soda was purchased for one event and there was leftover that was used at another event, it does not make for easy tracking of expenses for each event.

Ed Harper from the State Port Pilot had been at the event taking pictures that should be in the paper this week. Phil Casper, a resident and member of the volunteer Fire Department as well as just appointed to the Parks & Recreation Advisory Board, also took great pictures at the event.

Kevin asked if thank you notes could be sent to the businesses who donated door prizes for the Bike Run. Lucille said she will compose and send them. She has also sent thank you notes to the golf courses who donated golf packages.

## **VI. NEW BUSINESS**

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

The following people are interested in making a scene at the Haunted Hayride: Ernie Siriani will check his schedule, a person at Michelle's office expressed interest, the Schneider girls will make a scene, Ruth Bek's family expressed interested in making a scene again this year and Josh Trivette was also interested. Kevin's son will be in costume roaming and scaring people at the event. Kathy, the fortuneteller for the past few years, has excitedly expressed interest in participating again this year.

Sergeant Thomas suggested asking permission of the Fire Department to use their fogger machine. Kevin will ask Chief Tickle. Kathleen reminded the committee they needed to borrow a generator for the scene area and that the committee should set up a scene with all of the items they purchased last year at the Halloween store. Sergeant Thomas will have the Police Department's generator and light pole at the Community Center along with cones. Kathleen will go to the Community Center to try and figure out different placement of the games so not everyone is congregating in the middle which causes confusion. Kathleen also asked if there was additional lighting. Sergeant Thomas stated he could try and borrow more lighting but reminded the members there are four lights on the light pole that swivel and are very powerful.

Michelle made the flyer for the event and asked everyone to get them displayed in as many places as possible. She asked Kathleen to post it on Facebook. Kathleen will boost the post twice – once to ask for scene makers and volunteers and a second blast to advertise the event.

Sergeant Thomas also suggested to polyurethane the inside of the trailer so if any water gets inside, the wood interior will not be damaged. He suggested the type of polyurethane to purchase and offered to paint in the interior on his day off. Michelle will run it by Jeff. Lucille reminded the committee they need to purchase a hand truck.

A Motion was made by Lucille Launderville and seconded by Kevin Metzker to purchase a hand truck with payment coming from the Special Events capital fund.

**Vote: 4 – 0**

Sergeant Thomas also suggested a Max Air Hood to go over the vent on the roof of the trailer. It will allow the vent to stay open for air to circulate inside without any water getting inside. Michelle will speak with Jeff Repp about this purchase.

The committee will offer tacos-in-a-bag again as they are a big hit. Kevin will try to get a donation of hamburger meat from one of the food stores. There was a lot of soda left after the bike run that will be used at the Fall Festival. As to cupcakes for the cupcake walk, Burney's had offered to donate pastry for the bike run so they could ask for a donation of mini croissants or donuts for the cupcake walk. Kevin will follow up with Burney's. Michelle will purchase 5,000 pieces of candy for the event along with balloons and suckers for the game. The committee decided not to have a bouncy house or slide at this event.

The members discussed the games they have for the event: witch hat toss, toilet paper toss, bowling, darts, cupcake walk and sucker pull. Plywood is needed for the bowling game that Kathleen will look into. The members also discussed setting up an area with hay and pumpkins which could serve as a picture area where parents could take pictures of their children or Michelle may ask Phil Casper if he would be interested in taking the pictures for them. Lucille will purchase the items for the gift bags and put the bags together. There are five age groups x 2 (one for male and one for female). Kathleen suggested having a tattoo booth because the children love them.

## **VII. ANNOUNCEMENTS**

Michelle explained Mary Green was holding Parks & Recreation Master Plan Forums wanting to get resident input on what they would like to see for the future for the parks and for recreational programs. There was a forum on September 11<sup>th</sup>. The next forum will be held on September 20<sup>th</sup> at 1:00 PM at the Community Center. The third forum will be held on October 11<sup>th</sup> at 6:00 PM at City Hall. Because the last forum will be held at City Hall on Special Events' meeting date, the October meeting will be held at the Community Center.

## **VIII. NEXT MEETING AGENDA ITEMS**

Fall Festival / Haunted Hayride  
Christmas Festival / Tree Lighting

## **IX. ADJOURNMENT**

A Motion was made by Kevin Metzker and seconded by Lucille Launderville to adjourn the meeting at 6:29 PM.

**Vote: 4 - 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant