



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes November 14, 2018 5:30 P.M. City Hall

ATTENDANCE: Connie Ruehl, Chair, Lucille Launderville, Brenda Hogan,
Michelle Hennessy, Clark Sizemore

ABSENT: Jackie Barker, Barbara Snyder (both excused)

COMMISSIONER LIAISON: Steven Barger (absent)

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Vice Chair Lucille Launderville called the regular monthly meeting of the Special Events Committee to order at 5:33 p.m. noting that Chair Connie Ruehl was running late and would arrive shortly.

II. APPROVAL OF AGENDA

A motion was made by Michelle Hennessy and seconded by Brenda Hogan to approve the agenda as written.

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Michelle Hennessy and seconded by Brenda Hogan to accept the October 10, 2018 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Family Fall Fun Day ~ October 27, 2018

Brenda thought the event was successful considering the closing of the detour because of adverse road conditions from the rain. She believes there may have been at least 200 attendees and people were having fun and were happy. Lucille noted the only problem was the Police Department trailer only had two tables inside and they needed more. Clark was pleased with how many children were enjoying the blow up slide and bouncy house. Lucille noted the games Melanie Johnson and her friends made were great, creative and they could see a lot of hard work went into making them. The committee thanks Melanie and her friends for donating those games to the committee.

Connie Ruehl arrived at 5:50 PM

b. Christmas Festival ~ December 1, 2018

Brenda posted flyers all over town and will get to the taco shack and hair salon next. Pamela advised Jackie will boost the Facebook event with an advertising budget of \$50. Michelle will contact Allison at the Police Department to see if the Christmas lights are there; otherwise they should have been in the trailer.

The members decided to decorate the tree on November 24th and will meet around 8:30 AM. Michelle and Brenda both noted they were unavailable to help. Clark will bring a 6 ft. ladder.

The Special Events Committee will be purchasing two of the four raffle prizes which will be given away at the event. The Fire Department will be purchasing the other two. The age groups the Fire Department will be purchasing for are 4 to 6 and 10 and up. The Special Events Committee will purchase gifts for 0 to 3 and 7 to 9 age groups. The price limit is \$50 - \$60 per age group. Educational toys for the 0 – 3 age group would be ideal and movie tickets or Defy Gravity admission for the 7 – 9 age groups. Lucille and Brenda will shop for the gifts on November 28th.

Cookie decorating is one craft at the event; however, the committee will need to come up with another craft. Connie will purchase the cookies, sprinkles and mini marshmallows for hot chocolate. They have canisters of hot chocolate left over from Family Fall Fun Day which they can use. Michelle suggested asking WalMart or Sam's Club if they would donate the cookies. Lucille's son will make the icing since it was so good last year. Michelle suggested AC Moore for the sprinkles as they have a large box. The committee plans to bring the popcorn machine also.

The committee discussed where to have the trailer placed for easy access for set up. It was decided to place it either next to the Fire Department garage and if that was not available, the last parking spot at City Hall next to Miller Road. Connie will follow up with the Fire Department.

VI. NEW BUSINESS

There was no new business.

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

Christmas Festival ~ recap

Lucille researched the purchase of committee shirts and screen printing. The Logo Shop in Leland had the best pricing over Brandall at \$11 for short sleeved shirts and an additional \$2.00 more for long sleeve or ¾ sleeve. Lucille suggested a long or ¾ sleeve shirt and a t-shirt for each member to allow for seasons. Lucille will try to get samples of the shirts so the committee can choose and will do a little more research.

A Motion was made by Lucille Launderville and seconded by Michelle Hennessy to spend no more than \$250 for the purchase of two shirts with screen printing per committee member.

Vote: 5 – 0

IX. ADJOURNMENT

A Motion was made by Lucille Launderville and seconded by Michelle Hennessy to adjourn the meeting at 6:33 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant