



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes February 14, 2018 5:15 P.M. City Hall

ATTENDANCE: Michelle Hennessy, Chairperson, Kathleen Caric, Lucille Launderville, Kevin Metzker, Sr., Connie Ruehl

ABSENT: Jackie Barker (excused)

COMMISSIONER LIAISON: Steven Barger (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 5:18 p.m.

II. APPROVAL OF AGENDA

Michelle added to the agenda under New Business, a, 2018/2019 Fiscal Year Budget, moved Eggstravaganza to b., and added Chair Position as c.

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

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Kevin Metzker and seconded by Kathleen Caric to accept the January 10, 2018 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Finalize 2018 event dates

Steve White at The Lakes Country Club changed the date of the golf tournament to August 18 because of a conflict.

Michelle will be meeting with Sue at the Community Center to finalize the paperwork for all of the events.

Kevin noted the 343 Bike Ride is also on the same day as the committee's bike run. The members discussed which date to hold the bike run, either September 8 or September 22. It was decided to hold it on September 22.

A motion was made by Lucille Launderville and seconded by Kevin Metzker to change the 9/11 Memorial Bike Run from September 15 to September 22.

Vote: 5 – 0

Kathleen suggested voting on how much to spend on Facebook advertising for each event now that their events are commencing.

A Motion was made by Kathleen Caric and seconded by Kevin Metzker to spend \$30 per event to advertise (boost) events on Facebook.

Vote: 5 – 0

Lucille noted that Joan Kinney stated they could use her Santa suit for the Christmas Festival.

Kathleen further noted that the Honor Art Society will volunteer stuffing the Easter eggs for the Eggstravaganza. Students from SBHS will volunteer for this and future events.

VI. NEW BUSINESS

a. 2018/2019 Fiscal Year Budget

Karen Thompson, Finance Director, provided Michelle with the 2017/2018 budget to use as a guide to prepare for the 2018/2019 budget. Budget requests are due on March 2. Michelle noted that the non-capital outlay, which was for the trailer purchase and the storage unit rental, could be removed from the budget for 2018/2019. Office supplies will stay the same. As for the remaining events, Michelle noted there was some money left in each event; however, the Hoops

and Heroes event will need more money because it was a costly event with renting the gym. Hoops and Heroes replaced the Battle of the Bands event because there was no interest from any local bands and the committee cancelled that event and created the Hoops and Heroes event. The members discussed the remaining events and budgets for each.

A Motion was made by Michelle Hennessy and seconded by Kevin Metzker to add Battle of the Bands back as an event and request a budget of \$900 for said event. The remaining events' budgets will remain the same.

Vote: 5 – 0

b. Eggstravaganza ~ Easter Egg Hunt ~ March 24, 2018

Michelle will create the flyer for the event. The committee decided they needed to order at least 1,000 eggs this year. Kathleen noted the Honor Art Society would be stuffing the eggs for the committee this year. The members discussed whether to have homemade cupcakes for the cupcake walk; however, Kathleen suggested something like a Little Debbie type wrapped treat. The members decided to have cookies and Kevin will see if he can get them donated by either Walmart or Food Lion. Michelle found on Oriental Trading a 500 pc. Easter egg candy and toy assortment which costs approximately \$80 per bag. Each bag contains little toys such as stickers, stamps, rings, bracelets, little rubber toys as well as candy. Michelle will purchase three bags. Kevin will try to get coupons from McDonald's as well as Texas Roadhouse in Wilmington; Kathleen will try to get coupons from Spike's. Connie mentioned she could pick up the coupons from Texas Roadhouse. Kathleen has someone who can wear the Easter Bunny costume. As for crafts, Lucille mentioned she has a lot of yarn and it would be great if they could find a craft to use the yarn. Michelle mentioned she too has a lot of yarn. The committee also considered having a bouncy house/slide at the event but were not sure if there was enough space to have the Easter Egg Hunt and a bouncy house. The members also decided break down the age groups to three groups: 0 to 3 year age group, a 4 to 6 year age group and a 7 to 12 year age group. The Eggstravaganza will be held from 11:00 AM to 2:00 PM

c. Chair Position

Michelle advised the members that Kevin has stepped up to take the Chairperson position. Michelle called for a Motion to appoint Kevin as Chair of the Special Events Committee. There was no motion made. Motion failed.

Kathleen explained she wanted more time to think about it. Lucille wanted to table the matter until next month when they all have had time to think about it.

A Motion was made by Lucille Launderville and seconded by Kathleen Caric to table the Chair Position matter to the March meeting.

Vote: 5 – 0

Michelle advised that although she is looking to step down as Chair, she is also considering resigning from the committee. She will stay on and transition whomever takes over as Chair but she will mostly likely be resigning. She has been on the committee for 10 years and feels it is time for her to step down from the committee.

Lucille asked about the email Commissioner Barger sent about meeting with the Fire Department. Michelle advised she would not be attending the meeting because she did not want to bring her personal feelings into the situation nor bring her personal feelings onto the committee. Michelle explained to the committee what transpired between her, Timmy DeBruhl and Chief Tickle with respect to the Christmas Festival. Michelle felt she was treated unfairly by Chief Tickle and has been treated unfairly in the past by other Fire Department Chiefs. She does not want these feelings to interfere with whatever transpires at the meeting with the Fire Department.

The committee discussed at length what they thought could be attained by calling a meeting since Michelle was advised by the Fire Department that they would be holding their own Christmas event, did not want to co-host with the Special Events Committee and would be changing their event date. Kathleen thought the complaint from the Fire Department about the Christmas Festival sent to Commissioner Barger was just a big misunderstanding. Kathleen would like the committee, the Community Center and Fire Department to work together. She also felt the committee dropped the ball with communicating with Chief Tickle when she did not attend the two meetings she was invited. Someone from the committee should have approached the Chief, showed her the flyer, and asked her opinion. Lucille felt that Chief Tickle needed to hear from the committee that whatever she was told about the Christmas Festival was incorrect. Michelle will speak with Commissioner Barger again about what transpired and the committee members can attend the meeting with the Commissioner and the Fire Department.

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

Eggstravaganza
Chair Position

IX. ADJOURNMENT

A Motion was made by Lucille Launderville and seconded by Kathleen Caric to adjourn the meeting at 6:24 PM.

Vote: 5 - 0

Respectfully submitted,

Pamela Bellina
Administrative Assistant