



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

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

ATTENDANCE: Kathleen Caric, Acting Chair, Lucille Launderville, Kevin Metzker, Sr., Jackie Barker, Connie Ruehl

COMMISSIONER LIAISON: Steven Barger

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Acting Chair Kathleen Caric called the regular monthly meeting of the Special Events Committee to order at 5:22 p.m.

II. APPROVAL OF AGENDA

Kathleen added to New Business, b., Special Events Meeting Time.

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 Jackie Barker to accept the February 14, 2018 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Chair Position

Kathleen explained that Michelle Hennessy resigned from the committee and because she is Vice Chair, she will act as Chair until the committee votes a new Chair. She further explained that because there were two new members on the committee and they have not all worked together at events and gotten to know each other, Kathleen suggested waiting until the June 13 meeting to vote a new Chair. Kathleen noted that Michelle turned over all documents and equipment she had as Chair.

b. Eggstravaganza ~ March 24, 2018

Kathleen provided everyone with flyers for the event. She will take a flyer to The Office and to Iapalucci's office. She asked the other member to post the flyers where they can. Kathleen boosted the event on Facebook and noted that 1600 people viewed the boosted post and had 87 clicks. Jackie will share the event to other local town Facebook pages.

Kevin was not able to secure a donation of cookies from WalMart but Food Lion did donate a \$25 gift card which can be used for the purchase of cookies or cake mix. Kathleen noted she called the corporate office of Little Debbie to see if they can get a donation of individually wrapped Little Debbie treats. She has not yet heard back from them and believes it may be a little too late for the Eggstravaganza event but could be used for the Fall Festival or the Christmas Festival. Jackie offered to make sugar cookies and Kathleen suggested they could go back to making cupcakes for the event since it is called a cupcake walk. Kathleen estimated about two cake mix boxes per person should make enough cupcakes for the event. Commissioner Barger offered to make cupcakes or cookies and will help with the event.

Connie purchased the craft items to make the weeble wobble eggs which will be their craft for the event. She purchased plastic eggs, stickers and glitter markers along with some clay to put in the eggs to make them wobble. Kathleen noted that the eggs they purchased from Oriental Trading were too small for some of the little toys the eggs were to be stuffed with so Kathleen purchased approximately 50 larger plastic eggs. She noted that the South Brunswick Honor Art Society and Builder's Club will be stuffing approximately 1,100 eggs for the committee. Kathleen will check the trailer to see if there is enough face paint for the event and if not, she will purchase more. She will also look into washable tattoos for the children. Kathleen purchased three Easter tic tac toe table games for the kids to play at the event. Lucille purchased two pre-made Easter baskets to be given as prizes for the older children and she made two more Easter baskets for the younger children.

Because there are three age groups this year, Kathleen suggested the following as the set up for the event: to the left of the entrance will be the egg hunt for the 7 – 12 age group; the shelter area will be for the younger age group and the area to the right of the shelter will be for the little children. She suggested putting the crafts/games tables up by the parking ropes. She noted Michelle gave her the new sound system which they can use at the event. Jackie offered to make

signs for the event such as age group signs and signs for the crafts tables. Commissioner Barger offered to provide the metal stakes for directional signs to the event.

Kathleen noted they need someone to play the Easter Bunny. She thought she had someone but does not. Kathleen may have to ask one of the high school volunteers to wear the costume. Kevin will see if someone on the Fire Department could wear it.

Kathleen asked the member to be at Spring Lake by 9:00 AM to start setting up and noted it takes a while to set up the Easter eggs.

VI. NEW BUSINESS

a. Mitch Prince Hoops & Heroes Basketball Tournament ~ April 14, 2018

Kathleen created the flyer and the application form and gave some to each member. Kevin will bring flyers and applications to North and West Brunswick High Schools and all of the fire departments in the County. Kathleen will bring flyers and applications to South Brunswick High and will send a mass email to all fire department and police department chiefs in this county and surrounding counties. She will also bring flyers/applications to the Southport City Gym and will laminate the flyer and place a few at the basketball courts at Muse Park.

Kathleen has rented the gym at South Brunswick High School. She had not hired any referees until they know how many teams they have by April 1. Also, she will wait until they know how many teams before determining if they should order trophies.

Kathleen noted they need members to run the concession stand. The committee discussed food to serve and agreed last year they had too much. They decided on popcorn, hot dogs, chips and drinks. Lucille and Connie offered to run the concession stand. Shopping for the event will be Thursday night before the event. Lucille reminded the members they had koozies left over from last year.

Jackie will make signs for the event. Lucille made the shopping list (pending what was already in storage). Kathleen will boost the event on Facebook and will wait another two weeks and boost it again. Waiting helps as a reminder of the event and hopefully attract more people. Rob Warner from The Office plans to get two teams together this year and Kathleen will sponsor a team.

b. Special Events Meeting Time

With new members having joined the committee, Kathleen asked for input whether to change the meeting time. Connie would appreciate a later time as she is traveling from Wilmington. The members discussed either pushing the meeting time ahead 15 minutes to 5:30 or bring it back to the original time of 6:00. The Ordinance allows for the time of the meeting to be set by the committee.

A Motion was made by Kevin Metzker and seconded by Lucille Launderville to change the Special Events meeting time to 5:30 PM.

Vote: 5 – 0

Pamela will note the change on the website and Lucille will advise the Board of Commissioners at the meeting in April.

VII. ANNOUNCEMENTS

Kathleen created a form for use after each event. She is calling it the “What Went” form. She created the form so the committee can keep track of what went well at an event and what went wrong. She would like the form to be kept in a book and filled out at the meeting following an event. This way they can keep track of what works and what does not without relying on memory or having to refer back to minutes. Kevin will administer the form.

Not an announcement, but Lucille asked Commissioner Barger about an update to the Fire Department’s Christmas Festival complaint. Commissioner Barger noted that he spoke with Chief Tickle and tried to get together with her and Kathleen but schedules did not permit it before the meeting. He noted that Chief Tickle now understands what happened, that there were some misunderstandings and fences have been mended. The committee noted they would like to work with the Fire Department for the Christmas Festival this year and will invite Chief Tickle to their meetings.

VIII. NEXT MEETING AGENDA ITEMS

Eggstravaganza ~ recap
Mitch Prince Hoops & Heroes Basketball Tournament
Spring Fling

For Spring Fling, Kevin noted the Fire Department will be entering the BBQ cookoff and will have the fire boat and fire trucks at the event.

Jackie inquired about the Battle of the Bands event. Kathleen explained the event but noted in the past they had a hard time getting bands to play at the event which was why they cancelled it last year. Most bands are looking for paying gigs and if they have the chance of getting paid for playing, they will not play at the Battle of the Bands. She also noted with so many places in the area having live music and the Parks & Recreation Department having free concerts in the summer, it is hard to have a Battle of the Bands event. Lucille suggested making it a talent show. Kathleen said they would discuss the event at the May meeting.

IX. ADJOURNMENT

A Motion was made by Lucille Launderville and seconded by Kevin Metzker to adjourn the meeting at 6:20 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant