



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes May 9, 2018 5:30 P.M. City Hall

ATTENDANCE: Kathleen Caric, Acting Chair, Lucille Launderville, Connie Ruehl

ABSENT: Jackie Barker (excused)

COMMISSIONER LIAISON: Steven Barger

STAFF: Pamela Bellina, Administrative Assistant

ALSO IN ATTENDANCE: Mary Green, Parks & Recreation Director

I. CALL TO ORDER

Acting Chair Kathleen Caric called the regular monthly meeting of the Special Events Committee to order at 5:30 p.m.

II. APPROVAL OF AGENDA

Kathleen added to the agenda under New Business, b., Merger of Special Events with Parks & Recreation Department.

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

Vote: 3 - 0

III. APPROVAL OF MINUTES

A motion was made by Lucille Launderville and seconded by Connie Ruehl to accept the April 11, 2018 minutes as written.

Vote: 3 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Spring Fling

Kathleen believed they were ready for the event. Commissioner Barger and Mary Green both noted that the flyers for the event were very nice. Kathleen advised only one person signed up for the barbeque cook off – the BSL Fire Department. Kathleen asked the committee how they should handle this. Should they cancel the cook off or move forward. Commissioner Barger suggested they still go forward with it. Lucille suggested having a 50/50 contest for the cook off. People would pay to try the barbeque and half the proceeds would go to the Fire Department and half could be used to donate to a local charity such as New Hope Clinic. This would be better than cancelling the cook off since it was already advertised. Kathleen noted there have been people who sign up at the last minute for the cook off.

Lucille inquired about the funds expended for the event. Kathleen advised they are close to the budget of \$1400. They are paying more for the bouncy house this year because they had to use a different company. There will be a bouncy house and a 40 ft. obstacle course and the cost would be \$530. Prizes for the cook-off are set at \$200 for first place and \$100 for second place but that will change if they do not get anyone else for the cook off. Advertising will be approximately \$50. The trophies were approximately \$120. To deejay the event, Dennis charges \$200. Thor the Cannon is \$150. Kathleen will purchase Styrofoam cups for the snow cones. The bouncy house rental company is providing free a snow cone machine, spoons and liquid flavoring for 200 snow cones. Snow cones will be a giveaway to attendees. Mary Green noted she has the port-a-john rentals covered since she has a concert in the park the next day so there will be no charge to the committee.

Kathleen noted they have 35 vendors signed up for the event and noted that space will be tight. She suggested JR Barker and the car show people need to stay at the Shelter 2 section of the park. Mary noted at a previous event she hosted, they had two rows of parallel parking in front of the ropes at Shelter 1. It was very tight and only one car could open their doors at a time but it worked. Kathleen explained they use the space in front of the ropes for vendors, especially since they have so many this year. She also noted the weather report calls for rain that week/weekend so she is not sure how classic cars may will show up if there is rain that day.

Kathleen also reviewed the following: set up is 9:00 AM for vendors. Opening ceremony will take place at 9:45. She was unsure whether the ROTC would be available that day since it is Prom Night. Lucille was able to secure a Chaplain. Thor the Cannon will go off at the opening ceremony and one more time if they have no other engagement. Kathleen has a tent for the Appearance Commission, the snow cones and the committee to use for the cook off raffles. The Police Department will provide the generator for the bouncy house/obstacle course. The Parks & Recreation Department has loaned six kayaks, six life jackets and six paddles. Barbara Glidden

has loaned four to six kayaks and Rick Cushman will loan two to four kayaks. Kathleen will provide 10 life jackets in addition to the life jackets Mary will provide. The Fire Department will have the water boat in the lake and there will be an EMT on duty. Two women from Doshier Hospital will run the kayaks.

Kathleen explained she will not be able to be at the event as it is her birthday and there will be a party for her at a local restaurant later that day. In addition, she is scheduled to work that morning at Doshier. Commissioner Barger plans to be at the event as soon as he gets off duty. Kathleen's husband will be at the event to help the committee. Rick Cushman will also be available to help. Kathleen made numbers for the vendor spaces to be hung on the ropes. She will also put the event signs out a few days before the event. Connie and Lucille will operate the tent for the cook off contest or 50/50, whichever it ends up being. Kathleen will give Dennis a list of vendors so he can make announcements throughout the day. Lucille will hold the checks in the cash box to pay the bouncy house company, Dennis Walton, etc. Kathleen will speak with Fire Department Chief Tickle about getting ice from them for the snow cone machine. There will be free bottled water for the volunteers at the event.

Kathleen noted the car show trophies were in. The members reviewed the car show registration form and voting form Jackie prepared for the event and agreed the registration number can be removed from the registration form and JR Barker can number the forms himself. They also agreed to take 2018 off the form so it can be used for future events.

VI. NEW BUSINESS

a. Battle of the Bands

Pamela read into the minutes an email from Jackie with respect to her opinion about Battle of the Bands. Lucille suggested moving the event to a Sunday since paying gigs are mostly on Friday and Saturday nights. Connie suggested doing it later in the summer but Pamela reminded the committee the fiscal year ends June 30 and the event must take place by then in order to use the budgeted funds.

Mary Green suggested a "winner takes all" approach to the event which may be more palatable than first and second place winners. That way the prize will be equal to what a band gets for a paid gig. Mary noted the department's free concerts will take place every Sunday in May and September and their bands already booked so she may have names of bands who may be willing to participate in a battle of the bands with the chance of winning prize money in the amount of a paid gig. The members discussed whether to sell food or have a food truck come in. Mary advised the Fire Department sold food at the free concert she had last Sunday and they did a great job, enjoyed it and looked forward to future events. Mary also suggested setting a registration deadline date along with a minimum number of bands signed up by that date to ascertain whether the event can take place.

A Motion was made by Connie Ruehl and seconded by Lucille Launderville to hold the Battle of the Bands event.

Vote: 3 – 0

The committee then discussed the registration cut-off date and the minimum number of bands to participate.

A Motion was made by Connie Ruehl and seconded by Lucille Launderville to have the registration cut-off date be June 14 with a minimum of three bands to participate.

Vote: 3 – 0

The committee discussed what date to hold the event as June 16 was just a little over a month away. June 17 is Father's Day and would not be a good day to hold the event and decided to push it to the next Sunday, as that will be the end of the fiscal year. The committee discussed a start time and thought later in the day would be better. They also discussed changing the event to a winner takes all prize money which would be a better enticement to get bands to participate and decided on \$750 prize.

A Motion was made by Connie Ruehl and seconded by Lucille Launderville to hold the event on June 24 with a start time of 2:00 PM with a winner takes all prize money of \$750.

Vote: 3 - 0

b. Merger of Special Events with Parks & Recreation Dept.

Commissioner Barger started the discussion by stating he was not trying to take this away from anyone and that the City needs events and that they stay free is important. No one realizes what it takes to put on events and he supports the committee. If need be, he can pull the Motion if the committee wants to think about it. He further noted that if the committee wants to stay as a committee and not merge with Parks & Recreation, a chair must be voted. Kathleen and Connie both noted they did not want the chair position.

Mary Green acknowledged the tremendous amount of work which goes into each event with only a small amount of committee members to run it and said this is where the Parks & Recreation Department can help. Mary explained that by merging Special Events with Parks & Recreation, it would offer an umbrella of help. First, she would have each event reviewed for safety. Mary's utmost responsibility is the safety of everyone at park-related events. She suggested each committee member volunteer as chairperson for whatever event they wished to be on. They could volunteer as chair or just as a member for the event. Mary would assign a P&R staff person as liaison to assist with the events such as Teagan for children related events, Karlin for adult/senior related events and Sue McKenzie would be involved with any events held at the Community Center. Mary asked that the committee make their decision soon since she has to assign personnel and make allowances in her budget.

Mary explained she has approximately 60 to 70 people who volunteer at the Community Center who would be available to help at these events. Safety is Mary's main concern for events along with Health Department concerns about food borne illnesses. Some events she would not

want to hold. The 9/11 Memorial Bike Run is one of the events she was concerned about and thought the Police or Fire Department could take that over. The Haunted Hayride definitely needs to address safety issues.

Regardless of whether the committee merges with her department, Parks & Recreation will be there to help in any way they can with the events. Mary reiterated that Parks & Recreation needs to be part of the liability and risk management of any event. Connie, Lucille and Kathleen all agreed they wanted Jackie to be able to vote whether to merge the committee or keep it as is.

A Motion was made by Lucille Launderville and seconded by Connie Ruehl to table the discussion of a merger of Special Events committee with Parks & Recreation Department to the next meeting in June.

Vote: 3 – 0

Commissioner Barger advised he will withdraw the Motion to dissolve the committee at the BOC meeting on June 5.

The committee members, Commissioner Barger and Mary Green discussed in detail concerns and questions the committee had about the merger.

Commissioner Barger departed at 7:12 pm.

Mary thought that along with current members, former committee members may like to come back to chair or volunteer for one or more events. That would allow them to be part of the planning of the event without having to commit to eight events a year.

With respect to merging the committee with the department, Lucille asked what would happen to the Special Events' budget. Mary noted it would either stay as is or Mary has a line item for special events and would be absorbed there but ultimately it depends on what the Board of Commissioners want. Lucille asked who decides what would be spent. Mary explained the history of expenditures for each event would dictate how much would be spent and she works very closely with Karen Thompson, the Finance Manager at City Hall.

Lucille asked Mary why would she want to take on the Special Events committee. Mary explained that for many years the committee and department were in competition and feels it is time they become united. Working together is the best way to go and her department can help make the events better. Lucille asked if Mary had attended any of their events. Mary responded that she did in the beginning when she lived here in town and had helped with the first Battle of the Bands. Lucille asked Mary what would happen if any of the members resigned from the committee. Mary thinks that if members volunteer for the events they are happiest with being part of, have time to dedicate to and open the volunteering to former members of the committee, she hopes no one would resign.

VII. ANNOUNCEMENTS

Kevin Metzker, Sr. resigned from the committee effective May 9, 2018.

VIII. NEXT MEETING AGENDA ITEMS

Spring Fling ~ recap
Battle of the Bands
Mayor's Cup Golf Tournament

IX. ADJOURNMENT

A Motion was made by Kathleen Caric and seconded by Connie Ruehl to adjourn the meeting at 7:52 PM.

Vote: 3 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant