



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes July 11, 2018 5:30 P.M. City Hall**

**ATTENDANCE:** Connie Ruehl, Chair, Lucille Launderville, Jackie Barker, Michelle Hennessy, Barbara Snyder, Brenda Hogan

**COMMISSIONER LIAISON:** Steven Barger

**STAFF:** Pamela Bellina, Administrative Assistant

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

Connie Ruehl, Chair, called the regular monthly meeting of the Special Events Committee to order at 6:33 p.m.

#### **II. APPROVAL OF AGENDA**

A motion was made by Lucille Launderville and seconded by Jackie Barker to approve the agenda as written.

**Vote: 4 - 0**

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

A motion was made by Lucille Launderville and seconded by Jackie Barker to accept the June 13, 2018 minutes as written.

**Vote: 4 - 0**

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

There were no public comments.

## **V. OLD BUSINESS**

### **a. Battle of the Bands ~ recap**

The members thought the event was amazing. Jackie noted band participation was great as well as having a great attendee turn out.

Jackie read the “What Went” forms the committee members filled out after the event and noted the following:

Wrong: There were some coordination problems with the Police Department and Parks & Recreation so verbal follow up before an event is crucial. Port-a-potty and generator were placed incorrectly. The picnic tables were locked down; however, Michelle knew who to contact to get them unlocked so follow up to have them unlocked prior to an event is important. Better communication with the emcee so he understands how the event will flow.

Right: Good attendance, all bands showed up early and checked in, sound person and emcee did a great job. Facebook participation was great with 39 new page likes since the promotion of the event. Great to see attendees swimming, dancing, chatting with friends and family.

Suggestions: Allow 50/50 participants to not be present at drawing; maybe combine Battle of the Bands with Spring Fling and maybe call it the BSL Block Party; create an “important persons” contact list for event coordination and keep in the cash box. Reach out to Phil Casper before events to see if interested in taking pictures. Have bands provide business cards for attendees to take.

Barbara suggested charging a small fee from bands to participate. Michelle explained the committee is a non-profit so any money raised has to be donated. If the committee is fundraising, that is different. Jackie suggested corporate sponsors in the future.

The committee raised \$475 for the Mitch Prince Scholarship Fund and will wait until Mary Stilwell returns from vacation to present her with the scholarship donation.

### **b. Mayor’s Cup Golf Tournament ~ August 18, 2018**

Lucille provided the members with a list of golf courses contacted last year and the results of the contact. Michelle will take the golf courses in south Brunswick County. Lucille and Brenda will take the remaining courses. Michelle explained she takes the flyer, the request for donation letter and a self-addressed, stamped envelope so they can mail the golf package. The request is for a four-some golf package but they will take whatever the golf course wishes to donate. The golf packages are used as prizes at the golf tournament.

Lucille explained that at the event, the members set up a table to take money for the tournament, sell mulligans and also sell tickets for the 50/50. Then once the tournament starts, the members will attend at one of the holes to hand out beverages. After the tournament, everyone

goes back to the club for lunch and Steve White, owner of the golf club, gives out the prizes and draws the 50/50 winner.

Jackie noted she will not be available to participate at the event and Michelle noted she will have to leave early.

## **VI. NEW BUSINESS**

### **a. 9/11 Memorial Bike Run ~ September 22, 2018**

Michelle, since she was most familiar with this event, explained to the members what takes place before, during and after the event. Connie will contact Mary Green in Parks & Recreation to ensure their rental is secure. Michelle explained they will need use of the big room along with tables and chairs with access to the kitchen. Michelle will contact the Sheriff's Office to ensure their participation. She also noted it would be great to have someone with a truck and trailer to be used for breakdowns. Registration is \$20 and \$10 per extra rider. They will invite the Mayor to make a speech. They will need to find someone to do a blessing of the bikes. The Sheriff's Office usually says a few words about safety, etc. After the run, the committee serves the food and presents the prizes.

Doors prizes are needed for this event. Michelle asked each member to secure at least 5 donated doors prizes which can be anything from grocery store gift cards, fast food gift cards or any gift card or item from any of the local stores. Brenda may be able to provide a list of people who donated to Relay for Life which she is involved with. Michelle noted a trophy would be needed for the motorcycle club with the most riders. Connie will look for the receipt from last year to see where it was ordered. Lucille suggested a trophy or prize for another category and the members discussed what type of category. It was decided that they would award a prize for a rider who was not affiliated with a club and would draw that name from a hat. They would use a gift card or the most valuable door prize.

In the past, cash prizes for the event were as follows: \$400 for the rider with the highest number scored and \$100 for the rider with the lowest number. Lucille noted the budget for the event was \$1500. Michelle explained the proceeds from this event go to the Boiling Spring Lakes Police and Fire Departments as they are our first responders. The committee would find out if the Police or Fire Department would like to help cook the food for the event. Barbara will find out if the VFW would be able to grill for the event and the committee would purchase the food.

## **VII. ANNOUNCEMENTS**

There were no announcements.

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

Mayor's Cup Golf Tournament  
9/11 Memorial Bike Run  
Haunted Hayride/Fall Festival

Christmas Festival  
Committee Supplies Needed (flutter flags, member shirts)

**IX. ADJOURNMENT**

A Motion was made by Lucille Launderville and seconded by Jackie Barker to adjourn the meeting at 7:00 PM.

**Vote: 4 - 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant