



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes August 8, 2018 5:30 P.M. City Hall

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

ABSENT: Jackie Barker (excused)

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 5:31 p.m.

II. APPROVAL OF AGENDA

Agenda item V. Welcome New Member was tabled to the September meeting as the application received will be put on the September Board of Commissioners' agenda.

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

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Lucille Launderville and seconded by Barbara Snyder to accept the July 11, 2018 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Mayor's Cup Golf Tournament ~ August 18, 2018

Lucille noted golf packages were received from Oyster Bay, Farmstead, Meadowlands, Ocean Ridge, Compass Point, Lockwood Folly, The Pearl, Rivers Edge and Oak Island.

Farmstead and Meadowlands are golf packages for twosomes so they can be put together. Oak Island gave two certificates for one player each; therefore, the committee stills needs one foursome package and one twosome package. Lucille and her husband dropped off a packet at Carolina National the other day. Brenda followed up with Ryan at Carolina National and they said to call back next week. Brenda also called Magnolia Greens and St. James but have not heard back from them and will follow up. Lucille suggested calling all golf courses that did not send a package to follow-up. South Harbor will donate another type of gift but would not be able to provide a golf package. Michelle noted that whatever they donate could be used for the motorcycle run as a raffle or door prize. She also noted that Steve usually adds to the deficit of golf packages. Michelle also suggested visiting the courses personally to ask for the golf package donations since that is sometimes more effective.

The members will meet at the course at 7:30 AM. Steve will have everything all set up. Bring bug spray, sunscreen and wear comfortable clothes.

b. 9/11 Memorial Bike Run ~ September 18, 2018

Connie submitted the table configuration for the Community Center but did not receive a confirmation to date and will follow up. Michelle touched base with the Sheriff's Office and will follow up.

Jackie had prepared the flyer for the event and circulated it to the members. She also put it on Facebook and Pamela put it on the City's calendar and posted the flyer on the City Hall lobby bulletin board. It will also be placed on the electronic sign. The committee will distribute the flyers locally. Michelle suggested each member get at least five door prizes. Barbara provided a \$100 wine card and a men's money clip that can be used as raffles.

The committee cannot find the trophies that were purchased for the car show and will reach out to former member Kathleen to see if she knows their location. Michelle noted there was a trophy place on Kerr Ave. in Wilmington that will engrave on site. There is an online trophy shop called trophies.com that has all types of trophies. In the past, Michelle purchased a trophy that had a motorcycle on top for this event.

Brenda provided a list used by Relay for Life that she was involved with which includes the local businesses to contact for donations. Michelle suggested each person take an area to

contact the businesses so there would be no overlapping of contact. Michelle also has a go-to list that she uses when she is in a pinch for prizes. Connie will take Oak Island and Wilmington. Michelle will go to Beach House Harley and look around downtown Shallotte. Brenda will go to Bambini's, Famous Subs, The Office and Sherry's tanning salon and BSL businesses. Lucille will take Southport. Barbara will stop at The Ricky Evans Gallery, Ginger Harper, Christmas House and Dry Street Pizza. Brenda and Lucille will be going to Southport Sushi and will inquire there about a donation.

The members discussed having Dennis Walton emcee at the event. Michelle explained that Dennis plays the National Anthem before the bike run and then music all day, emcees the event, announces door prizes and his cost is \$250.

A Motion was made by Lucille Launderville and seconded by Barbara Snyder to hire Dennis Walton to emcee the 9/11 Memorial Bike Run.

Vote: 5 – 0

Barbara was in touch with Bichson Bush of the VFW who has agreed to provide the grill and someone to cook for the event. The committee decided on burger, brats, a few side dishes and drinks. Barbara will inquire if the VFW gets a discount on food and the committee would reimburse the cost; otherwise the members will go shopping for the food. Michelle suggested planning for 100 attendees.

A Motion was made by Connie Ruehl and seconded by Lucille Launderville to have burgers, brats, two sides and drinks for the 9/11 Memorial Bike Ride event.

Vote: 5 – 0

VI. NEW BUSINESS

a. Haunted Hayride / Fall Festival ~ October 27, 2018

Connie will follow-up with the Community Center on the rental. Michelle explained to the new members how the event progresses. The members meets around 8:00 AM to start the set-up of the tents and games which takes a few hours. The members then meet up around 3:00 PM to make sure everything is ready to go for the start of the event at 4:00 PM. The JROTC help at the event and the members discussed having only six to eight JROTC members at a time in three shifts and will need an additional two JROTC for face painting. Michelle explained they choose three local people to judge the costume contest and the scary hayride scenes. Michelle will contact the woman who plays the fortune teller and Connie will contact the school about the volunteers. Michelle also explained former commissioner Mary Stilwell planned on contacting the Sheriff's Office to ask for their presence in the woods at the event.

Michelle explained food at the event is tacos-in-a-bag, popcorn and drinks. Last year Michelle purchased approximately 5,000 pieces of candy for the event and there was some left

over which was donated to the Police Department for Trunk or Treat. Connie will look into the candy at Oriental Trading.

Lucille has a catalog where they can purchase some new games for the event since they have had the same games for the past few years. The games need refurbishment which the committee will look into after the event.

b. Christmas Festival

Lucille and Connie met with Chief Theresa Tickle about co-hosting the Christmas Festival. The Fire Department is planning their event for December 1 from 6:00 PM to 8:00 PM at the Fire Department. The Special Events Committee will set up around 4:00 PM and the crafts part of the event will start at 5:00 PM. They are hoping to be able to circulate the children through the crafts and get the first group of kids on the fire truck without there being one big crowd as in the past. The Fire Department will clear out the small anteroom used in the past by the Library Commission for story time. Last year the Fire Department raffled a few bicycles but this year have decided to have smaller age appropriate gifts. The age groups will be 0 to 3 years, 4 to 6 years, 7 to 10 years and 10 and above. The committee will hand out wristbands to each child attending and they will receive a raffle ticket which can be placed in the can for their age group. The Special Events committee will purchase two gifts for the raffle. A suggestion for 10 and older gift would be movie tickets.

A Motion was made by Lucille Launderville and seconded by Michelle Hennessy to use funds from either the Christmas Festival budget or the capital fund account to purchase two gifts for the Christmas Festival raffle.

Vote: 5 - 0

c. Committee Supplies

The members discussed having staff shirts so as to be easily identified at events. Jackie provided by email screen printing prices and Connie quickly researched the cost of inexpensive t-shirts.

A Motion was made by Lucille Launderville and seconded by Barbara Snyder for Lucille to get actual pricing for the purchase of screen printed shirts.

Vote: 5 - 0

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

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

IX. ADJOURNMENT

A Motion was made by Michelle Hennessy and seconded by Brenda Hogan to adjourn the meeting at 6:37 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant