



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

SPECIAL EVENTS COMMITTEE

MEETING MINUTES

October 9, 2019

5:30 PM

City Hall

ATTENDANCE: Jackie Barker, Chair, Lucille Launderville, Clark Sizemore, Joan Kinney, Ist Alternate, Mary Pongonis, 2nd alternate

ABSENT: Michelle Hennessy, Co-Chair (excused), Brenda Hogan (excused)

COMMISSIONER LIAISON: Steven Barger (excused)

I. CALL TO ORDER

Jackie Barker, Chair of the Special Events Committee, called the regular monthly meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA

A motion was made by Joan Kinney and seconded by Lucille Launderville to accept the agenda.

Vote: 5 – 0

III. APPROVAL OF MINUTES

A motion was made by Mary Pongonis with a second by Lucille Launderville to accept the September 11, 2019 minutes as written.

Vote: 5 – 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. 9/11 Memorial Bike Run – recap

Jackie reported the event went very well and explained to new member, Mary Pongonis, that she sends a questionnaire after each event to review. Jackie thanked everyone for commenting and shared some things that the committee needed to work on and suggestions for improvement – ahead of time planning, better coordination of registration process, more clipboards, 4 traffic cones, new banners, cooler and we are missing one tub. Jackie asked if anyone knew where the other tub was and Clark suggested checking with the Police to check in their trailer and if they have it from drinks we sent to them from a previous event. Lucille suggested we check with the Police Dept. to see if they had any old or used traffic cones they would be willing to let us have. She also suggested getting folding chairs which could be easily stored in our trailer. All agreed there should be a chair for each member of the committee and Christmas time might be a good time to look for the best price. Too many donuts – Ordered 5 dozen donuts and probably only needed 2 dozen. Food seemed to be sufficient with a little left over which was donated to the Police and Fire Departments. Lucille felt the food was much better than previous and we spent less money (potato salad and cole slaw – no beans).

We had a great turnout from the Police and Fire Department. Lucille suggested whoever the benefit is for should not be the ones to cook. Instead of the beneficiary of the event cooking, invite them as guests and have someone else cook.

The raffle worked out well having the prizes and drawing prepared beforehand and handed out as they were eating. Mary suggested a checklist for duties the day of the event that can be checked off.

Presentation of the checks went well and were much appreciated by both Chiefs. \$1,500 was budgeted for this event and we spent \$1,100. Jackie asked if we could use the money not spent to purchase a new banner for the bike run. Lucille said she did not think so – the money has to be used for the event and should come out of the special account. Jackie will verify this with the City Manager. Lucille explained the extra money is a buffer in case we need it for another event. We still had Christmas, Spring Bike Run, Eggstravaganza, Spring Fling At The Lakes and Battle of the Bands yet to go this fiscal year.

b. Fall Festival/Haunted Hayride – October 26, 2019

\$1,500 is budgeted for this event and so far only expenses have been office supplies and facebook advertising. We have allotted \$200 for prizes, \$400 for food, and \$100 for activities.

A bouncy game was discussed and decided against because the children in costumes might cause a problem. Lucille said some games were backordered last year which we now have and are available for us to use.

Last year each member was to get 2 cake mixes and make cupcakes for the cakewalk, but 2 did not make them which put a burden on the other members.

Jackie asked if there was a concern about baking cupcakes at home and Joan suggested seeing how much it would be to purchase them at Wal Mart. Joan will check on the price at Wal Mart. Jackie is going to check with Chris Townsend (bakery on Oak Island) to see if they would be interested in

donating cupcakes. Donuts Ahoy was discussed but it was felt they only make donuts. Lucille felt we should have at least 100 cupcakes.

Jackie has printed the flyers which need to be put up at businesses and there are 5 registration forms ready for scenes.

Jackie sent an email regarding purchasing candy from Oriental Trading as it was a good price and good shipping. All agreed and she will order the candy.

Lucille and Mary will go shopping for ingredients for the Tacos in a Bag which will consist of 2 large packages of ground beef (probably 20 lbs), lettuce, cheese, fritos, sour cream, salsa, and taco seasoning. We are going to need crockpots. If there is no hayride, there will not be the demand for as much food. We do not need any more drinks or water. There will be coffee and hot chocolate. There is plenty coffee still in stock and only the hot chocolate needs to be purchased. Michelle will get the ice from Kopp's Convenience Store.

Clark has 4 or 5 jugs and Lucille has 2. Clark will bring his Friday and Lucille will get the glow sticks from the dollar store.

There definitely will not be a hayride because of the liability – driver, trailer and insurance. The only possibility will be a walk through on the trail. Scenes are due by October 13th for haunted scenes and, if there are not enough interest, we will not have the haunted trail.

VI. NEW BUSINESS

c. Christmas Festival – December 6, 2019

The date has been confirmed – December 6, 2019.

We have \$700 budgeted for this event and there will be hot chocolate, cookies to decorate, candy canes, face painting, letters to Santa with mailbox, and crafts. The committee will set up tables in truck bays at the fire department with tablecloths and there will be music.

We need to check with the Fire Department regarding raffles for door prizes.

Staffing will include students from the South Brunswick High School Key Club.

Cookies will be purchased at Wal Mart. We need 2 face painters and Mary has volunteered to research crafts. Joan will make sure the Library Commission is going to join us with their storytelling. Jackie will email Brittany with the Fire Dept. and let her know she and Joan need to be coordinators between the Special Events Committee and the Fire Department for this event.

d. Christmas Tree Lighting

The committee agreed to have the Christmas tree lighting on December 1, 2019 at 5:00 PM and Saturday, November 30th will be the day to decorate the tree. New lights will need to be purchased for the tree. Jackie will email Theresa Tickle, Fire Chief, Jeff Repp, City Manager, and Police Chief Jordan when the lighting will be. Jackie will also write a press release and make up flyers.

VII. ANNOUNCEMENTS

Jackie announced she would submit the receipt for Pam's thank you gift to be taken out of the special fund. Jackie will send approved minutes to Jane for the website.

VIII. NEXT MEETING AGENDA ITEMS

Fall Festival – Recap
Tree Lighting – December 1, 2019
Christmas Festival – December 6, 2019
Donation Letters
Thank you Letters

IX. ADJOURNMENT

A motion was made by Lucille Launderville with a second by Mary Pongonis to adjourn the meeting at 7:05PM

Vote: 5-0

Respectfully submitted,

Joan Kinney