



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes September 11, 2019 5:30 P.M. City Hall

ATTENDANCE: Jackie Barker, Chair, Michelle Hennessy, Co-Chair, Lucille Launderville, Brenda Hogan, Clark Sizemore, Joan Kinney, 1st alternate

COMMISSIONER LIAISON: Steven Barger (excused)

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Jackie Barker, Chair of the Special Events Committee, called the regular monthly meeting to order at 5:31 PM.

II. APPROVAL OF AGENDA

Joan asked to add to the agenda under New Business, a., Volunteers for Candidates' Forum.

A motion was made by Lucille Launderville with a second by Brenda Hogan to accept the agenda as amended.

Vote: 6 - 0

III. APPROVAL OF MINUTES

A motion was made by Michelle Hennessy with a second by Lucille Launderville to accept the August 14, 2019 minutes as written.

Vote: 6 - 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Mayor's Cup Golf Tournament ~ recap

Lucille reported the event went very well and was well attended. Steve has not yet forwarded the money he donates to the Committee after the event and it should be mailed in a few days. The committee raised \$700 in a 50/50 raffle. City Manager Jeff Repp won the 50/50 raffle and gave his winnings back to the committee. Lucille gave kudos to the 50/50 maven, Brenda Hogan, on a job well done selling raffle tickets.

Jackie emailed to the members a What Went form and asked they fill it out to help steer next year's event.

b. 9/11 Memorial Bike Run ~ September 21, 2019

Lucille advised that for this event there is a \$1500 budget of which \$500 is allocated to food, \$50 to advertising, \$50 for the trophy, \$750 for prize money (\$500 for rider winners and remainder for raffle prizes) which leaves a balance of \$150. Michelle advised that for the Spring Bike Run they had purchased two (2) \$50 Beach House Harley gift cards and a \$50 gas card. This year Jackie will purchase two Beach House Harley gift cards and two \$25 gas cards. Jackie also spoke with Mike at Brandall who will have the trophy ready next week. She also sent out press releases to the State Port Pilot, Southport Times, Southport Magazine, Leland Magazine, Brunswick Chamber of Commerce as well as Southport/Oak Island Chamber of Commerce.

Michelle rode the route and noted there is a very large pothole in front of Hardees. She will request a cone be placed in the pothole. She also explained the new Deputy in the Sheriff's Department has the route and was on board with the event.

Joan and Clark were waylaid by Hurricane Dorian in collecting door prizes but will go out this week. Jackie suggested the following places to visit on Oak Island: Sweet Treats, Russell's, Old Bridge Diner, and Nancy Jo's Bakery. Brenda will put up a flyer at the barbershop and ask about a door prize. Brenda advised they would get a gift certificate from the Community Center when Mary gets back from school. Michelle secured door prizes from Highway 55 and Six Happiness, both in Leland. Lucille advised the Mayor and Chaplain Eiss would attend.

Joan and Michelle will go shopping for the food and will plan for 100 participants. The VFW will be cooking for the event. The Police Department will attend to help with raffles, etc. and to help lead the riders back to the Community Center with the Fire Department. The

committee will get about 4 dozen donuts for breakfast. Jackie will reach out to Kopps for ice and has already requested a check from City Hall for the prize money.

The committee discussed the stops and who will staff each stop. Lucille will staff the Exxon in Shallotte and the Hardees on 17 in Supply. Jackie will staff Beach House Harley and Old Brunswick Store.

Michelle suggested getting to the Community Center by 7:30 to start setting up for the event.

c. Fall Festival / Haunted Hayride ~ October 26, 2019

Lucille advised they have a \$1,500 budget for this event of which \$50 will be allocated for advertising, \$100 for activities, \$200 for prizes and \$400 for food. Lucille will purchase the gift prizes for the costume contest.

The committee discussed enticing people to participate in making a scary scene for the haunted trail. Jackie will post and boost the post on Facebook asking for scene makers. This will cause the advertising allocation to increase to \$100. To entice people to participate, the committee also agreed to increase the prize money for best scene from \$150 to \$200.

A Motion was made by Lucille Launderville with a second by Michelle Hennessy to increase the prize money for the best scene from \$150 to \$200 and to increase the advertising budget from \$50 to \$100 for this event.

Vote: 6 – 0

Jeff Repp forwarded Michelle's email requesting a City worker to drive a City truck for the haunted hayride, which email was forwarded to Michael Mack, Public Works Director. If they cannot secure a city employee to drive the truck for the hayride, they will need to change the event to a haunted walking trail. Michelle suggested putting glow sticks inside milk jugs filled with water to create a glowing walkway.

Food will consist of tacos-in-a-bag, popcorn, hot chocolate, drinks and candy as prizes for the games. Joan spoke with the Key Club and Boy Scouts and will have volunteers. She just needed to know how many and at what times. Jackie noted they need judges for the costume contest as well as for the scenes.

VI. NEW BUSINESS

a. Volunteers for Candidates Forum

Joan received a request from Ann Hollingsworth of the Appearance Commission who was inquiring if the Special Events committee members would be interested in helping them put on a Candidates' Forum. They planned to hold the event on October 16. The committee was in agreement to help Ann with the Candidates' Forum personally, but not as a committee because as a committee they did not want to get involved politically.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to help personally at the Candidates' Forum to set up and clean up at the event.

Vote: 6 - 0

VII. ANNOUNCEMENTS

Jackie advised she heard from Brittany at the Fire Department with a date for the Christmas Festival. They decided to hold the event on Friday, December 6 as opposed to a Saturday, which conflicts with surrounding town's events.

VIII. NEXT MEETING AGENDA ITEMS

9/11 Memorial Bike Run ~ Recap
Fall Festival / Haunted Hayride ~ October 26, 2019
Christmas Festival

IX. ADJOURNMENT

A Motion was made by Lucille Launderville with a second by Michelle Hennessy to adjourn the meeting at 6:56 PM.

Vote: 6 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant