



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee**

#### **Meeting Minutes**

**January 9, 2019**

**5:30 P.M.**

**City Hall**

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

**COMMISSIONER LIAISON:** Steven Barger (absent)

**STAFF:** Pamela Bellina, Administrative Assistant

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

Lucille Launderville called the regular monthly meeting of the Special Events Committee to order at 5:39 p.m. Chairperson Connie Ruehl was delayed and was on her way.

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

A motion was made by Barbara Snyder with a second by Brenda Hogan to approve the agenda as written.

**Vote: 5 - 0**

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

A motion was made by Barbara Snyder with a second by Jackie Barker to accept the December 12, 2018 minutes as written.

**Vote: 5 - 0**

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

There were no public comments.

## **V. OLD BUSINESS**

### **a. 2019 Events**

Jackie spoke with one of the bands from last year to ask their opinion on what day to have the Battle of the Bands, Saturday or Sunday. Group Metal thought Saturday was better. The committee did not want to compete with paying gigs by having the Battle of the Bands on a Saturday night but if the consensus will be Saturday night, then the committee will set the date. Jackie hopes to follow up with other bands from last year.

Lucille spoke with Steve White at The Lakes Country Club about the clubhouse. Steve said he will work something out even if he has to rent a large tent. Lucille advised him they have three large tents that can be used. Brenda advised that Joe Caldropoli, Coastal Caterers, is now located at Lockwood Folly and no longer at The Lakes. Lucille advised Steve asked what day were they thinking of holding the event. The committee decided on August 17 and Lucille will follow up with Steve.

*Connie and Michelle arrived at 5:44 PM*

Jackie brought Connie and Michelle up to date on what was discussed prior to arrival.

As for the 9/11 Memorial Bike Run, Michelle suggested having the event on 9/21 so as not to be in competition with all of the other bike runs. She will research if any other motorcycle runs will be held on that day.

### **b. Committee t-shirts**

Lucille noted the Logo Shop in Leland had pricing as follows: set up charge is \$30; one-color ink for 12 to 36 shirts is \$11 per shirt; two-color ink for 12 to 36 shirts is \$14 per shirt. There is an additional charge of \$2 per shirt for long sleeve,  $\frac{3}{4}$  sleeve or xxl shirts.

As to Brandall pricing: there is no set up charge, less than 24 shirts is \$13 per shirt, more than 24 is \$10.50 per shirt. There is an additional \$3 per shirt for long sleeve or  $\frac{3}{4}$  sleeve shirts.

Wild Child Graftix no longer does t-shirts but Lucille was able to speak with them about doing the graphics for the trailer which will cost anywhere from \$300 to \$1500. They do not have flutter flags but Lucille found a website called Feather Flag Nation that has custom flags starting at \$74 per flag.

The committee discussed whether they wanted one color or two color ink and how many shirts to purchase. It was decided they would purchase three shirts each with the thought each member would have a short sleeve, a  $\frac{3}{4}$  sleeve and a long sleeve shirt but it was up to each member what they wanted. The committee also discussed that when a committee member

leaves the committee, they must turn their shirts in. The committee also discussed having bright color shirts so they will stand out in a crowd and have "event staff" printed on the back.

The committee discussed where the funds would come from for the purchase of the shirts. Lucille asked Karen Thompson, Finance Manager for the City, for a print out of the capital fund and the committee's budget of which each member had a copy. The committee decided that they would move the money from the 9/11 Memorial Bike Run which never took place because of Hurricane Florence, and the remaining funds from the Fall Festival and the Christmas Festival to be moved to the Office Supply line item to allow for the purchase of the committee shirts, flutter flags and, depending on how much the graphics will cost, graphics for the trailer.

A Motion was made by Connie Ruehl with a second by Brenda Hogan to move the budget money from the 9/11 Memorial Bike Run and the remaining budget money from the Fall Festival and Christmas Festival into the Office Supply line item.

**Vote: 7 - 0**

A Motion was made by Connie Ruehl with a second by Jackie Barker to purchase three (3) shirts per member, not to exceed \$500, and agreement that all shirts must be returned if a member leaves the committee.

**Vote: 7 - 0**

A Motion was made by Connie Ruehl with a second by Brenda Hogan to have Lucille and Jackie go to The Logo Shop and Brandall to look at the shirts prior to purchase to assess quality.

**Vote: 7 – 0**

**c. Trailer Retrofit**

Brenda noted that Joan Kinney may have a storage unit available in the near future for the committee to use while the trailer is being retrofitted. The committee discussed how many eyebolts would be needed and placement of them. Michelle advised the City has an account at Lowes Home Improvement and either Public Works/Buildings & Grounds can purchase the eyebolts or Connie can ask Karen to add a committee member's name to the account to purchase the eyebolts. Unfortunately, with the City roads still under construction, the committee has decided to table this matter until E. Boiling Spring Road opens as the Public Works Department may not have time to retrofit the trailer with eyebolts. This matter has been tabled to next month.

**d. Flutter Flags**

Lucille will inquire at Brandall about flutter flags. Pamela suggested contacting Mosca Design who made the City's banners and 4Imprint where the Community Appearance committee has purchased items for the Welcome Package. Pamela will provide contact information.

**VI. NEW BUSINESS**

There was no New Business for discussion.

**VII. ANNOUNCEMENTS**

There were no announcements.

**VIII. NEXT MEETING AGENDA ITEMS**

Trailer Retrofit  
Committee Shirts  
Spring Bike Run

Discussion - Spring Bike Run: Since time is of the essence with the new event, the members discussed what was needed to start preparation and who would handle what tasks. The tentative date for the Spring Motorcycle Run will be March 23<sup>rd</sup>, pending availability of the Community Center and the Sheriff's Department. Michelle will reach out to the Sheriff's Department. Brenda will reach out to the Community Center. Barbara will check with the VFW about their availability to cook for the event. She will also inquire from the VFW as to what veteran project the Special Events Committee could make their donation to. Jackie will prepare the flyer pending confirmation of the date and will create an event task worksheet. All of the members will start to collect door prizes. Michelle suggested 5 door prizes each member.

Pamela reminded the members to think about what events they would be asking for donations for future events since a lot of businesses want donation requests at the beginning of the year.

**IX. ADJOURNMENT**

A Motion was made by Lucille Launderville with a second by Brenda Hogan to adjourn the meeting at 6:45 PM.

**Vote: 7 - 0**

Respectfully submitted,

Pamela Bellina, Administrative Assistant