



City of Boiling Spring Lakes

**9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461**

**Special Events Committee
Meeting Minutes
November 13, 2019
5:30 P.M.
City Hall**

ATTENDANCE: Jackie Barker, Chair, Lucille Launderville, Brenda Hogan, Clark Sizemore, Joan Kinney, 1st alternate, Mary Pongonis, 2nd alternate

ABSENT: Michelle Hennessy, Co-Chair (unexcused)

COMMISSIONER LIAISON: Steven Barger (unexcused)

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 Lucille Launderville and seconded by Mary Pongonis to accept the agenda.

VOTE: 5 – 0

III. APPROVAL OF MINUTES

A motion was made by Clark Sizemore with a second by Brenda Hogan to accept the October 9, 2019 minutes as written.

VOTE: 5 – 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Fall Festival – recap

Jackie shared comments she received – great teamwork, good attendance, just enough food, mini cupcakes worked well. Brenda reported that the Community Center was left in excellent condition and staff was very complimentary. Brenda shared that she was told by a citizen how much they truly enjoyed the walking trail as opposed to riding through the trail.

Problem areas included the placement of the trailer and the need to have another fortune teller as she was such a success and very busy. It was agreed we should ask the fortune teller, Kathy, if she knows of someone else who could help. She was fantastic. More cupcakes are needed, better kid's type music for the cake walk (no rap music) and speaker was not loud enough. We need to check on sound equipment to use next year. Jackie knows a DJ who might be selling some of his equipment and she will contact him. The committee needs to send thank you notes to volunteers. A checklist is for each event. The luminaries did not put off enough light and the committee needs to have sites numbered so they can be assigned to each scene and they know their location.

Lucille reported the committee raised \$546.56 from the sale of food and drinks. There were expenditures of \$884.51 plus the cupcakes which need to be added. The budget for this event is \$1,500. Lucille suggested we wait for a final figure from Karen and then decide in January how the committee wishes to use the money it raised from the sale of food. Presently there is \$3,233.24 in the special account.

The committee discussed doing something for the Key Club. Joan asked for suggestions from the Key Club and they suggested helping with food items that they send to elementary students or T-shirts. The committee will determine how many Key Club members there are that volunteer at their events. The Key Club liked the idea of T-shirts that they could wear when helping at our events.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to spend up to \$200 on the volunteers of the Key Club, with a future decision on how to support the Key Club volunteers.

VOTE: 5 – 0

Jackie suggested adding to next meeting agenda that every year we make a choice of a volunteer group to receive a donation.

b. Christmas Tree Lighting – Sunday, December 1, 2019

The budget amount for the Christmas Tree Lighting and the Christmas Festival is \$700. Last year the lights kept shorting out because they were indoor lights and it was also raining. Clark reported Walmart has strings of 59 ft. -100 multi-colored outdoor LED lights for \$19.95.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to purchase three (3) sets of outdoor string lights, using 1 for backup.

VOTE: 5 – 0

Jackie spoke to Karlin, who is in charge of the afterschool students at the Community Center about getting the students to make ornaments to hang on the Christmas tree. Oriental Trading has DIY ornaments for the students to decorate for \$10 a dozen and we would need 4 dozen.

A Motion was made by Mary Pongonis with a second by Brenda Hogan to spend up to \$50 on ornaments for the Christmas Tree Lighting.

VOTE: 5 – 0

Jackie will order the ornaments and have them sent directly to the Community Center. Jackie will offer what supplies we have to help with the decorating of the ornaments to Karlin. Brenda and Joan will discuss with Karlin whether the kids would hang the ornaments or if the committee would hang them. Joan is waiting to hear about carolers and hopefully will know something tonight. Caroling will be at 4:45 PM, ornaments on tree by 4:30 PM and tree lighting will be 5:00 PM – 5:15 PM. Lucille suggested using the room in the Police Department for hot chocolate and cookies. The Mayor will be asked to attend at 4:45 PM. Joan will email present and future board members inviting them to the lighting ceremony.

Extension cords to be used for the lighting are probably in the trailer.

Jackie will have flyers for the tree lighting printed and Brenda will distribute them to local businesses on Friday, November 15, 2019.

The committee will get the tree decorated early on November 30, 2019 and Clark will let everyone know what time. Mary agreed to be a co-leader with Joan since Brenda will be out-of-town.

Committee members need to arrive by 4:00 PM and the Key Club at 4:30 PM. We will need 9 members to help: 2 for face painting, 2 to serve hot chocolate, 3 to help with crafts and 2 in charge of the music. There will be sugar cookies purchased from Walmart for the children to decorate, Lucille's son will provide

the icing. Plastic tablecloths are needed along with plastic knives for spreading the icing and sprinkles for decorating.

Joan will ask Britany if the Fire Department has 10 tables and 10 chairs we can use.

Joan will email Britany to find out what age group raffle they will be purchasing for and the price range is \$50 - \$60 per basket. Mary, Brenda, and Joan will shop for the baskets.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to purchase 2 baskets for the raffle.

VOTE: 5 – 0

Mary will be in charge of crafts and showed the committee some samples of the crafts. We will also have letters to Santa. The Library Commission will be in charge of the storytelling.

VI. New Business

a. Donation and Thank You Letters

Jackie will put together a donation letter and thank you letter to use for volunteers and a thank you letter to those who donated this year. The committee will have to decide when donation letters should go out for the golf tournament and corporate letters need to be sent out early.

VII. Announcements

Trailer cleanout will be at 1:00 PM on Sunday, December 17, 2019.

The committee discussed cancelling their meeting in December.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to cancel their December meeting.

VOTE: 5 – 0

VIII. Next meeting Agenda Items – January 8, 2020.

Christmas Tree Lighting – Recap

Christmas Festival – Recap

Donations to Volunteers

Spring Bike Run (March – around St. Patrick's Day)

2020 Event Dates

Respectfully submitted,

Joan Kinney

Special Events Committee Member