



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

**Special Events Committee
Meeting Minutes
February 13, 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

Prior to the start of the meeting, Clark noted he had to leave by 6:10 to attend a class.

I. CALL TO ORDER

Connie Ruehl, Chair of the committee, called the regular monthly meeting of the Special Events Committee to order at 5:33 PM.

II. APPROVAL OF AGENDA

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

Vote: 7 - 0

III. APPROVAL OF MINUTES

A motion was made by Barbara Snyder with a second by Brenda Hogan to accept the January 9, 2019 minutes as written.

Vote: 7 - 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Trailer Retrofit

Connie spoke with the City Manager about having the Public Works Department install eyebolts in the frame of the trailer so the bins can be secured by bungees. Connie had corresponded with the Public Works Department about installing the eyebolts in the trailer and they need to know what type of eyebolts (size) and how many are needed. Jackie volunteered to go to Lowe's Home Improvement to determine the size and amount of eyebolts.

b. Committee Shirts

Jackie and Lucille went to look at the Brandall shirts and brought in two samples. One shirt which was a soft material of 50/50 blend, and the one the members favored, which came in a women's size and a unisex size both of which run small. Barbara thought that the 50/50 blend would be hot in the summer. The other shirt was 100% cotton and would most likely shrink. Jackie advised the only shirts that had $\frac{3}{4}$ sleeves were baseball shirts so they would not be purchasing that style because they could only choose one style. The members also discussed color. It was previously discussed to have the shirts in safety colors (neon yellow, neon green, neon orange) however, the members discussed other colors as well.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to purchase the 50/50 blend shirt, three shirts per committee member, from Brandall in the teal color with the City logo and Special Events Committee on the front, nothing on the back.

Vote: 7 - 0

c. Spring Bike Run ~ March 23, 2019

Michelle put flyers all over Leland. She got two \$10 gift cards from Highway 55. She verified all stops have been secured. Beach House Harley will be giving a door prize. The Sheriff's Department is on board. Michelle noted that Dennis Walton was unavailable and suggested Alan Beasley to be emcee. Jackie and Brenda nominated Lucille to emcee the event since they had the sound machine.

Brenda placed flyers all around the City. She secured door/raffle prizes from the following businesses: The Office \$25 gift card, the barber shop gave a \$15 gift certificate, Pepperoni Grill gave two gift cards for free pizzas, Taco Shack gave a \$10 gift card, The Lakes Country Club gave a four-some golf game with a cart and Country Roots \$28 gift certificate. Barbara Snyder said she got a \$25 gift card from Food Lion and will visit WalMart. Jackie got 2 gift certificates from Watertown Hair Salon and will be reaching out to Provisions. Michelle suggested the members to bring the door/raffle prizes to the meeting next month to determine what should be a door or raffle prize.

The committee will get someone from either the VFW or the City's Chaplain Lee Eiss to say a prayer for the riders. Barbara also noted that the VFW will help with the 50/50 and Michelle suggested to have someone from the VFW explain who the 50/50 raffle will benefit.

Michelle reminded the committee one trophy is awarded for the club with the most riders so that trophy needs to be purchased. She advised of a trophy place on Kerr Avenue in Wilmington where the trophy can be purchased.

Michelle explained the stops for the bike run and how two members cover the stops. One person will go to the first stop at the Exxon station in Shallotte by Lowe's Home Improvements and once the tickets are given out, will then head over to the third stop which is the Hardee's at Rt. 211 and 17. Meanwhile, the second person will go to Beach House Harley which is the second stop and then go to the Old Brunswick Store for the final stop. Everyone including the riders should be back to the Community Center by 1 PM.

The committee plans to serve before the ride coffee and donuts and after the ride hamburgers, hot dogs, chips, cookies, soda and water. Lucille and Michelle will go shopping the week of the event. The committee also discussed purchasing new coffee urns since the ones they have are quite old.

A Motion was made by Jackie Barker with a second by Brenda Hogan to purchase two new coffee urns.

Vote 7 – 0

6:09 – Clark left the meeting.

Brenda will ask Mary Green for the use of 3 tables and a few chairs for the event and Jackie will boost the event on Facebook. Michelle asked if the committee still had the event banners and to see if the old Spring Bike Run banner was in the trailer. The committee continued their discussion to purchase flutter flags and that Brandall gave them a good price.

A Motion was made by Jackie Barker with a second by Brenda Hogan to purchase one flutter flag from Brandall.

Vote: 6 – 0

VI. NEW BUSINESS

There was no new business on the agenda for discussion.

VII. ANNOUNCEMENTS

Connie announced with a heavy heart she will be resigning from the committee effective immediately. She explained her job has become too demanding and she cannot dedicate the

time that the Committee and community deserves from a volunteer. The committee discussed who would like to step up to the Chair position and that Michelle would be moved up from 1st alternate to member and Clark would move to 1st alternate.

Lucille Launderville nominated Jackie as Chair and Michelle as Vice Chair and Brenda Hogan seconded the nomination. Jackie explained her business is getting very busy but if everyone helped with taking on some of the tasks for the events, such as creating team leaders for an event, she would be okay with accepting the nomination as Chair. Michelle accepted the Vice-Chair position.

The committee discussed the Battle of the Bands event and whether they should hold the event on a Saturday or Sunday. Jackie had only heard back from one band who suggested Saturday. Brenda will check with Mary Green on how they were handling their summer concert series and then the committee can set a date.

Lucille advised Steve was unable to have the Mayor's Cup on August 17 and they have rescheduled the event to August 24. The date for the Christmas Festival will be determined at a later date. Jackie has emailed The Chamber of Commerce and Southport Magazine with the events scheduled and Lucille spoke with Michael Paul of the *State Port Pilot* about the scheduled events.

VIII. NEXT MEETING AGENDA ITEMS

Graphics for the Trailer
Committee Shirts and Flutter Flags - update
Team Leaders for Events
2019/2020 Budget

IX. ADJOURNMENT

A Motion was made by Lucille Launderville with a second by Connie Ruehl to adjourn the meeting at 6:48 PM.

Vote: 6 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant