



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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

**ATTENDANCE:** Jackie Barker, Chair, Michelle Hennessy, Co-Chair, Lucille Launderville, Barbara Snyder, Brenda Hogan, Joan Kinney, 2<sup>nd</sup> alternate

**Absent:** Clark Sizemore, 1<sup>st</sup> alternate (excused)

**COMMISSIONER LIAISON:** Steven Barger

**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 5:33 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: 5 - 0**

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

A motion was made by Lucille Launderville with a second by Barbara Snyder to accept the February 13, 2019 minutes as written.

**Vote: 5 - 0**

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

There was no public comment.

#### **V. Welcome New Member ~ Joan Kinney**

The members welcomed Joan to the committee and Michelle explained Joan had been on the committee in the past and has a lot of experience with the events.

#### **VI. OLD BUSINESS**

##### **a. Graphics for Trailer**

Lucille noted the difficulty she had communicating with Chris as Wild Child Grafix but she did receive a verbal quote of approximately \$400 - \$500 to letter the trailer.

Jackie noted before they vote to move forward with Wild Child Grafix, she had been in touch with Brandall about the committee shirts and flutter flag. Brandall can do the graphics for the trailer. Michelle explained Brandall does the truck graphics for the company she works for and they are very happy with the work and price.

A Motion was made by Lucille Launderville with a second from Michelle Hennessy for Jackie to get pricing from Brandall for the trailer graphics.

**Vote: 5 – 0**

##### **b. Committee Shirts & Flutter Flag ~ update**

Jackie noted that the members did not want anything on the back of the shirts; however, Brandall came up with a nice design for the back. The members all agreed the graphics were nice and to move forward with the order.

Jackie also received pricing for the flutter flag. The flag with graphics on one side is \$168. The flag with two-sided graphics is \$235. There is an additional charge of \$46 for a special type of pole spike. The flag will say, "City of Boiling Spring Lakes Special Event."

A Motion was made by Michelle Hennessy with a second from Lucille Launderville to spend approximately \$281 for one (1) flutter flag with double-sided graphics and the special spike.

**Vote: 5 - 0**

**c. Spring Bike Run ~ March 23, 2019**

Jackie noted the flyers have been placed and she has boosted the event on Facebook. Michelle put the flyer up at Beach House Harley and also picked up a door prize. The members discussed the comment on Facebook about bringing a lot of riders to the event and Michelle responded to her inquiry.

VFW will be cooking the food. Joan, Michelle and Lucille will go shopping for the food on March 22. Jackie purchased two new coffee urns for their events which they can use at this event. The committee explained to Joan they plan to have burgers, hot dogs, baked beans, chips, soda, water as well as coffee and donuts in the morning. The committee will check the trailer to see what else needs to be purchased such as condiments, plates, napkins, etc.

Jackie's son will help set up at the event. Lucille will contact the Mayor to check his availability and she will take the Exxon and Hardee's stops. Barbara will take the Beach House Harley and Old Brunswick Store stops and will pick up the key to the Community Center on the Friday before the event. Michelle hopes to be able to ride at this event so she will be able to help at each stop. Joan and Jackie will stay at the Community Center to run the event from there. Brenda will not be in attendance at the event.

Michelle explained to the members how the event works, what happens at each stop, how the lowest and highest scores are tallied on the game card, when door prizes are awarded and what categories they have used in the past to award the door prizes and that the prizes are \$400 to the highest total and \$100 to the lowest total. This year the committee will award door prizes as follows: oldest person riding, youngest person riding, rider who lives the furthest away and the oldest motorcycle. A trophy is awarded to the group with the most riders. Jackie will contact 4 Seasons in Wilmington about purchasing the trophy but will check with Brandall too. Joan suggested they pick up the trophy on the same day they are food shopping if it is purchased in Wilmington. Michelle further explained the order of the opening ceremony and suggested seeing if the JROTC is available on that day too.

Jackie was waiting on donations from Provisions, the Oyster Bar and River Run Cleaners. Barbara will be getting a donation of etched beer glasses which they can use as a raffle prize. Brenda and Michelle brought in the donations they obtained. The members discussed purchasing \$50 gift cards from Beach House Harley to be used as raffle prizes with the suggestion of also purchasing gas gift cards which would be a great raffle with the bikers.

A motion was made by Michelle Hennessy with a second from Barbara Snyder to purchase \$250 worth of gift cards to be used as raffles at the event.

**Vote: 5 – 0**

The committee members will all meet at the Community Center at 8:00 AM on March 23.

## **VII. NEW BUSINESS**

### **a. 2019/2020 Fiscal Year Budget**

The members discussed the budget from last year and will be requesting the following budget changes:

Eggstravaganza – increase of \$200 to bring the budget up to \$1,000

Spring Fling – to stay the same at \$1,500

Battle of the Bands – to stay the same at \$900

Mayor's Cup Golf Tournament – does not require a budget

9/11 Memorial Bike Run – to stay the same at \$1,500

Fall Festival / Haunted Hayride – to stay the same at \$1,500

Christmas Festival – to stay the same at \$700

Office Supplies – to stay the same at \$100

The committee discussed keeping the Spring Bike Run as a new event and will request a budget of \$1,500 and seek approval from the Board of Commissioners.

A Motion was made by Michelle Hennessy with a second from Lucille Launderville to request from the Board of Commissioners to add the Spring Bike Run as a new event for the Special Events Committee requesting a budget of \$1,500.

**Vote: 5 - 0**

### **b. Team Leaders for Events**

The committee members discussed having team leaders for each event which helps lessen the load of the Chair of the committee and allows each member of the committee to chair their favorite event. Following are the team leaders for each event:

Spring Bike Run – Michelle and Lucille

Eggstravaganza – Barbara, Joan and Brenda

Spring Fling – Barbara, Jackie and Brenda

Battle of the Bands – Jackie and Michelle

Mayor's Cup Golf Tournament – Lucille

9/11 Memorial Bike Run – Michelle and Lucille

Fall Festival / Haunted Hayride – Michelle and Lucille

Christmas Festival – Jackie and Brenda

**c. EggstraVaganZa ~ April 13, 2019**

Jackie created the flyers for the Eggstravaganza which she provided to the members. It was agreed to keep the event at the same time as last year which is 11 AM to 2:00 PM. Joan suggested stating the time the Easter egg hunt starts so there will be no late arrivals. The members agreed to start the hunt at 11:30. It was also discussed cutting the age off at 10 instead of 12 and to only have two age groups this year: infant to 5 years old and 6 to 10.

The committee also discussed having the Easter Bunny at one location in the park preferably with something to sit on for picture taking. Barbara has a bench she could bring to the event. The members also discussed contacting the Key Club at the High School to have the students stuff the Easter eggs as well as provide some volunteers at the event for face painting and other jobs. They would like 6 volunteers for two shifts.

Michelle will research candy at Oriental Trading as well as plastic Easter eggs. Joan, Lucille and Michelle will go to the trailer and see how many plastic eggs they have from last year.

**VIII. ANNOUNCEMENTS**

Brenda reminded the members that Clean Sweep is also on the same day of the Spring Bike Run at the Community Center.

**IX. NEXT MEETING AGENDA ITEMS**

Graphics for Trailer  
Committee Shirt & Flutter Flag ~ update  
Spring Bike Run ~ recap  
Eggstravaganza  
Spring Fling at the Lakes  
Finalize Battle of Bands and Christmas Festival dates

**X. ADJOURNMENT**

A Motion was made by Lucille Launderville with a second by Michelle Hennessy to adjourn the meeting at 7:56 PM.

**Vote: 5 - 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant