



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes April 10, 2019 5:30 P.M. City Hall

ATTENDANCE: Jackie Barker, Chair, Michelle Hennessy, Co-Chair, Lucille Launderville, Barbara Snyder, Brenda Hogan
Clark Sizemore – 1st alternate, Joan Kinney – 2nd alternate

COMMISSIONER LIAISON: Steven Barger (excused)

STAFF: Pamela Bellina, Administrative Assistant

Prior to the start of the meeting, Barbara noted that Clark would be arriving late.

I. CALL TO ORDER

Jackie Barker, Chair of the Special Events Committee, called the regular monthly meeting to order at 5:29 PM.

II. APPROVAL OF AGENDA

Lucille requested to add to the agenda under New Business, c., VFW Care Fair.

A motion was made by Michelle Hennessy with a second by Barbara Snyder to accept the agenda as amended.

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Barbara Snyder with a second by Brenda Hogan to accept the March 13, 2019 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Graphics for Trailer and Flutter Flag ~ update

Jackie noted she has been having a hard time dealing with Brandall. The flutter flag was now delayed and may not have it for the event on Saturday although they were told they would have it. In addition, Jackie has not heard anything about the graphics for the truck from Brandall. Lucille suggested if they do not hear from Brandall soon, they reach out to Chris at Wild Child Grafix.

b. Spring Bike Run ~ recap

The members of the committee agreed the event went well and was very well attended. The committee was able to donate \$1,512 to the VFW Post Relief Fund. The committee members discussed the 'what went wrong/what went right' form the members fill out after an event. Lucille suggested they wait until the 9/11 memorial bike run to discuss the form; however, Jackie wanted to discuss the handicapped parking spots issue. Although the committee reserved the Community Center for their event, the Community Center is still open to the public and they have to allow the use of handicapped parking to residents as per the Americans with Disabilities Act (ADA). In the future, they have to be mindful of keeping those handicapped spots available.

c. EggstraVaganZa ~ April 13, 2019

Jackie has boosted the Facebook event and Brenda has posted flyers all over. A few of the committee members met to stuff the plastic Easter eggs with candy as the Key Club already had a commitment. Brenda noted bins were set up with the prizes and the committee discussed having two color tickets, one color for the parents' prize and one color for the children's prizes. The craft this year will be making maracas with plastic Easter eggs. Lucille has three baskets for each age group which will be awarded at the event. Brenda was able to obtain four more gift cards: Teagan at the Community Center provided three gift cards and Country Roots provided another gift card.

Lucille's concern was placement of the Easter Bunny as they want children to have safe access to him along with a great location for picture taking. Lucille purchased "caution" tape so the egg hunt areas can be cordoned off. Brenda has someone to face paint and is also willing to help set up. Jackie and Lucille also have people volunteering at the event. Barbara has spoken with Captain Spencer about having the trailers at the event and she will follow up with a request for tables too. Jackie asked the members to be at the event around 8:30 AM for set up.

VI. NEW BUSINESS

a. Establish dates for Battle of Bands and Christmas Festival

Jackie emailed with Chief Tickle who narrowed the event down to either December 6 or 7. She will firm up the date.

The members discussed what day to hold the Battle of the Bands event. The committee decided on June 16.

b. Spring Fling ~ May 11, 2019

Jackie has created the 'Save the Date' flyer for Spring Fling and has posted it on Facebook. The VFW Auxiliary was voting tonight if they want to sell food at the event. Michelle suggested getting as many food vendors as you can just do not duplicate the same type of food they are selling. Resident Rick Cushman will hopefully provide his kayaks for the event again this year. Michelle reminded the members to contact the Fire Department to bring their Water Rescue. As to the car show, Michelle left a message for Mr. Barker but has not heard back yet. Michelle researched a replacement piece for the car trophies so the year could be updated. There is a decal that can cover the pedestal and it is an inexpensive way to refurbish them. In the future, the committee will not order trophies with a year on it so they can be used the next year if the event does not take place.

Clark arrived at 6:04 pm

The members agreed there would be no bbq cook-off this year as there had been no interest last year except for the Fire Department. Jackie noted John Toppings had reached out to play at the event; however, they have always had Dennis Walton emcee the event. If Dennis is unavailable, they will ask John Toppings. The committee will also see if Thor the Cannon is available on May 11. Lucille will look into having a bounce house or slide at the event for the children. They will contact the JROTC to do the opening ceremony and have them manage the bounce house. This year the committee will be asking vendors if they would like to donate an item to be raffled off.

c. VFW Care Fair ~ May 4, 2019

Bischoen Bush of the VFW Auxiliary asked the committee if they could support their event Care Fair which will be held on May 4 by providing a bounce house and some volunteers to man the bounce house. The members would like to reciprocate the support the VFW has been giving to the Special Events committee and agreed to use funds from their special events project fund to rent a bounce house for their event and for some of the members to attend the event.

A Motion was made by Barbara Snyder with a second by Michelle Hennessy to support the VFW's Care Fair event by providing a bounce house for the event using funds from the committee's special events project fund not to exceed \$250.

Vote: 5 - 0

Discussion outside of topic:

The committee discussed the need to purchase their own tables so as to not always depend on the Police Department for the use of their tables. Jackie provided information from WalMart on tables to use at their events: an 8 ft. table is \$65 and a 6 ft. table is \$42. This was the price about a week ago so she is not sure that price still holds. These tables fold in half and will not take up much room in the trailer.

A Motion was made by Lucille Launderville with a second by Brenda Hogan to purchase two 8 ft. tables and two 6 ft. tables pending an update on their office supply budget funds or to be purchased from their special events project fund.

Vote: 5 - 0

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

Graphics for Trailer and Flutter Flag update
Eggstravaganza ~ event recap
Spring Fling
VFW Care Fair
Battle of the Bands

IX. ADJOURNMENT

A Motion was made by Lucille Launderville with a second by Brenda Hogan to adjourn the meeting at 6:42 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant