



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes May 8, 2019 at 5:30 P.M. City Hall

ATTENDANCE: Jackie Barker, Chair, Lucille Launderville, Barbara Snyder, Brenda Hogan, Joan Kinney, 2nd alternate

ABSENT: Michelle Hennessy (excused), Clark Sizemore 1st alternate (absent)

COMMISSIONER LIAISON: Steven Barger (excused)

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 5:36 PM.

II. APPROVAL OF AGENDA

Jackie noted the date was incorrect on the agenda – May 9 - and should be changed to reflect the correct date of the meeting, May 8, 2019.

A motion was made by Lucille Launderville with a second by Brenda Hogan to accept the agenda as amended correcting the date of the meeting to May 8, 2019.

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Lucille Launderville with a second by Barbara Snyder to accept the April 10, 2019 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Graphics for Trailer and Flutter Flag ~ update

Jackie spoke with Mike at Brandall who provided a mock-up of the graphics for the trailer which she provided to the members. Mike also said Brandall would come to the Community Center and install the graphics on the trailer. Brandall's estimated quote is \$800.63. Wild Child Grafix never got back to Lucille and although their estimated price was lower than Brandall, the trailer would have to be brought up to Wilmington and left there until the graphics were installed and then trailered back to the Community Center.

A Motion was made by Joan Kinney with a second by Lucille Launderville to move forward with the double-sided graphics for the trailer from Brandall at an approximate cost of \$800.63.

Vote: 5 - 0

Brandall pulled through and got the flutter flag to the committee in time for the Eggstravaganza event. All members were in agreement that the flutter flag looks great.

b. Eggstravaganza ~ recap

Jackie noted that despite the rainy/cloudy weather, there was a great turn-out, the attendees were grateful to have the event and, most importantly, the children had fun.

The committee reviewed the "what went right / what went wrong" responses. The members discussed the positive feedback and went over what they can do better next year. Lucille thought the event was exceptional as compared to previous years. The committee notes they definitely need more volunteers to help at all events. Brenda suggested thinking about buying already stuffed eggs for next year's event.

Jackie explained their budget for the event was \$800 and to date they spent \$467.42 but there could be some outstanding charges which may not have come in yet. Jackie noted they would be moving approximately \$252.44 from the Eggstravaganza event to cover overage on Spring Bike Run event. This number may change because of pending invoices.

c. VFW Care Fair

Lucille noted how appreciative the VFW and Bischoff Bush was for the donation of the bounce house for the VFW's Care Fair event. They unfortunately did not have the turn out they had hoped for.

d. Spring Fling ~ May 11, 2019

Jackie noted she found the banner and it is displayed in front of the Police Department. Jackie also found the yard signs in the trailer and Joan offered to place them around town. Jackie thanked Brenda for getting the flyers posted around town and Barbara for handing them out at the Holden Beach festival and the flea market at The Office over the weekend. The flyers for the cook-off were taken down as the committee decided not to have it because of Health Department requirements. The committee wants to make sure they meet all requirements so more research will be done.

Jackie stated they have 46 vendors plus three food vendors signed up for the event. She has prepared a vendor space map and will be working on assigning space. The members discussed having Dennis under the shelter along with the rock painting craft project for the children. They will have kayaks provided from the Community Center along with life vests and paddles. The Fire Department will have one of their trucks available at the event.

The Brunswick County Kings and Queens will be volunteering. Joan, Brenda and Clark are unable to attend the event. Jackie suggested having food vouchers available for the volunteers and will speak with the VFW. Activities for the children attending the event will be a bounce house, slide, rock painting and face painting. Jackie estimates approximately 40 potential door prizes to give away. Brenda noted the committee still has three free gym passes at the Community Center and she also received another gift certificate from Country Roots.

With respect to opening ceremonies, unfortunately Thor the Cannon has cancelled and the JROTC are not available on that day. Chaplain Eiss and Mayor Caster are available to speak. Unfortunately, the car show will not take place at the event as Mr. Barker already has a car show that day.

The committee will set up one of their tents to collect names/phone numbers for raffling the door prizes. Jackie advised she purchased 4 tables for the committee as decided last month.

VI. NEW BUSINESS

a. Battle of the Bands ~ June 16, 2019

The committee has not heard back from any of the bands from last year about taking part in the Battle of the Bands event and with the event just a month away, they have decided to cancel the Battle of the Bands event this year.

A Motion was made by Joan Kinney with a second by Brenda Hogan to cancel the Battle of the Bands event this year.

Vote: 5 - 0

VII. ANNOUNCEMENTS

Jackie announced Nicole Morgan, Planner for the City of Boiling Spring Lakes, will be joining the committee at their June meeting to discuss ordinance/permit compliance with events going forward.

Jackie noted that Lucille has already mailed out the golf package request letters for the Mayor's Cup event in August. This gives a head start on the event and if packages are not sent in the self-addressed stamped envelopes provided in the mailing, then the members will follow-up visit the golf courses seeking golf packages.

VIII. NEXT MEETING AGENDA ITEMS

Spring Fling ~ recap
Mayor's Cup Golf Tournament
9/11 Memorial Bike Run
Fall Festival / Haunted Hayride

IX. ADJOURNMENT

A Motion was made by Barbara Snyder with a second by Brenda Hogan to adjourn the meeting at 6:53 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant