



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes June 12, 2019 @ 5:30 P.M. City Hall

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

ABSENT: Michelle Hennessy, Co-Chair, Clark Sizemore, 1st alternate (both excused)

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 5:31 PM.

II. APPROVAL OF AGENDA

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

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Barbara Snyder with a second by Joan Kinney to accept the May 8, 2019 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Spring Fling ~ Recap

Jackie thought the event went well but the committee definitely needs more volunteers to help at events. The kayaks and bounce house definitely need one person dedicated to each to monitor use and safety. Brenda had a friend who attended and she was quite impressed with the event but thought there should be more food vendors. The committee agreed with that response but because the Health Department is cracking down on permits, it was difficult to get more vendors. Jackie sent out a questionnaire to the vendors to get feedback on the event which responses were very positive. Lucille felt that parking was a disaster as vendors took up most of the parking spaces. She suggested one less blow up and perhaps capping the number of vendors. Eliminating one blow up would allow the committee to space vendors a little better. Brenda also agrees with capping the amount of vendors next year.

b. Mayor's Cup Golf Tournament ~ August 24, 2019

Lucille sent out the letters and flyers to all of the golf courses on their list along with a few golf courses recommended by her husband. Brick Landing, one of the new golf courses sent a golf package. Lucille thinks at this point calls and visits to the golf courses needs to happen. Barbara will take the Wilmington, Hampstead and Sneads Ferry golf courses and Joan and Brenda will take all of the remaining golf courses. The committee will ask Steve Barger about getting a golf package on Bald Head Island. Steve White will take charge of having food at the event. As to golf packages, the committee should try to get 10 packages. Jackie advised the committee members to be at the golf course by 8:00 AM.

VI. NEW BUSINESS

a. 9/11 Memorial Bike Run ~ September 21, 2019

Michelle advised Jackie they have confirmation that the September 21st date was good with the Sheriff's office. Jackie used the budget from the Spring Bike Run as the basis of expenditures for this bike run. Jackie has confirmation that the Color Guard will be at the event. Lucille will contact the Mayor and Chaplain Eiss. The committee agreed to have the VFW serve food at the event. The members will need to start obtaining door prizes. Lucille will look into trophies. Joan volunteered to go shopping with another member. Jackie will start to prepare the liability form.

b. Fall Festival / Haunted Hayride ~ October 26, 2019

Jackie noted there is a \$1,500 budget for this event. Lucille explained the event as having games for the children to play and there is a costume contest. In the past, she prepared the gift bags for boys and girls in each age group. The committee will look into purchasing new tombstones for the cakewalk. The members will meet on July 20 to inventory the trailer and see what games are worth keeping. Barbara will not be available for this event.

As to scene makers, the committee will start to ask around and Barbara will inquire at the college. Pamela will provide the previous wording used on the website and Facebook asking for scene makers for the haunted hayride.

VII. ANNOUNCEMENTS

Nicole Morgan, UDO Administrator, will be attending the meeting next month to explain permits needed for future events.

Barbara noted she would most likely be resigning from the committee next month. She feels she has failed the committee by not being available for many of the events. She is also considering applying to be on the Planning Board since she feels her previous experience is in this area.

Jackie will start working on creating a template press release to use for all of their events. She will also start working on the liability form for the motorcycle runs.

Jackie created a wish list for 2020: purchasing lawn signs for events and purchasing four to six folding chairs for the committee's use at events.

VIII. NEXT MEETING AGENDA ITEMS

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 Joan Kinney to adjourn the meeting at 7:14 PM.

Vote: 5 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant