



City of Boiling Spring Lakes

**9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461**

Special Events Committee

Meeting Minutes

January 8, 2020

5:30 P.M.

City Hall

ATTENDANCE: Jackie Barker, Chair, Lucille Launderville, Brenda Hogan, Joan Kinney, 1st Alternate, Mary Pongonis, 2nd alternate, Teagan Hall, Commissioner Liaison

ABSENT: Michelle Hennessy, Co-Chair (unexcused)

I. CALL TO ORDER

Jackie Barker, Chair of the Special Events Committee, called the regular monthly meeting to order at 5:35 PM

II. APPROVAL OF AGENDA

A motion was made by Lucille Launderville and seconded by Mary Pongonis to accept the agenda.

VOTE: 5 – 0

III. APPROVAL OF MINUTES

A motion was made by Mary Pongonis and seconded by Brenda Hogan to accept the November 13, 2019 minutes as written.

VOTE: 5 – 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Christmas Festival – recap

All members were in agreement that the tree lighting went well and they liked having it a separate event from the joint Christmas Festival held with the Fire Department. Brenda suggested there be a countdown before the tree lights go on and that we might think about handing out candy canes. Commissioner Hall told the committee they might think about using the community center's portable sound system and have one location where all announcements are made. Jackie Barker explained we have a karaoke machine, but it is not loud enough. She also suggested attaching the ornaments more firmly on the tree so they didn't blow off. Lucille said having the kids make ornaments for the tree was a good idea. Brenda suggested we make it available for any child in the city who wanted to make an ornament can make one and put it on the tree.

Lucille made a motion to continue to split the two events, Christmas Tree Lighting and An Evening with Santa which is in conjunction with the Fire Department. The motion was seconded by Brenda.

VOTE: 5 – 0

An Evening With Santa was quite successful and Lucille let the committee know that the Key Club members having to leave early (6 PM) worked out with no complications. Mary said the crafts went well and the cookie decorating worked well with the cookies being iced prior to the children decorating them.

Jackie mentioned we do not have the results of the raffles, and she asked Joan to check with the Fire Chief to see if they had the results and any pictures they could share with us.

Jackie suggested we add "Budget" as an agenda item for the next meeting. For the most efficient recordkeeping any receipts for purchases made on behalf of the committee need to be sent to Jackie and Lucille. Write what event the receipt is for, snap a picture of the receipt and email or text it to them. This will help to track the overall budget but also have visibility into how much of a certain item was purchased for that event. This will help with future planning.

Commissioner Hall suggested getting a credit card just for Special Events Committee. Lucille told the committee that there is \$3,189.49 in the Special Fund which can be used for other than events. Purchases discussed were chairs, large totes, longer bungee cords, cooler and sound system. Jackie will price sound systems and Lucille will price 6 chairs, 2 large totes, 3 or 4 larger adjustable bungee cords and a cooler.

b. Donation and Thank you Letters

Jackie provided all members with a copy of a letter to merchants. Lucille explained that corporate donations need to be months in advance. Walmart requires 9 months and Costco requires 3 – 4 months in advance. It was agreed we need to send thank you notes to the golf courses and sign as Special Events Committee. Jackie told the committee she would have a donation letter for the next meeting. Lucille will get the tax exempt number to Jackie.

c. Banners/Signage

Jackie showed the members a draft of 24" x 36" yard signs which will have to be ordered annually for each event. The large banners will not have the date and time so they can be updated each year.

VI. NEW BUSINESS

a. 2020 Events

The continuation of team leaders for each event was discussed and all agreed to continue with team leaders. Team leaders will be assigned for each event at the next meeting. Dates were set for 2020 events as follows:

- Spring Bike Run – March 14
- Eggstravaganza – April 4
- Spring Fling – May 9
- Mayor's Cup Golf Tournament – August 15
- 9/11 Bike Run – September 12
- Fall Festival – October 24
- Christmas Tree Lighting – November 29
- Evening With Santa (have to coordinate with Fire Dept for date)

b. Donations to Volunteers

Lucille made a motion to donate \$250 from our Special Account to the South Brunswick High School Key Club as a thank you for their support at our events and to use the money at their discretion. Brenda seconded the motion.

VOTE: 5 – 0

Joan will ask the Key Club to attend the February Board of Commissioners meeting for a presentation of the check. Joan will take care of having it put on the agenda.

c. Spring Bike Run (March 14, 2020)

Jackie will send flyers to Pam for printing and then they will be distributed. Leaders for this event will be Jackie and Lucille. Jackie will put the order in with Brandall for the trophies. Each member was asked to get 5 raffle items. There will be no entertainment. We will ask to use Community Center along with their sound system. We need to contact the color guard and Sheriff's Department. Jackie will set out tasks on Trello Board. Food will be donuts & coffee, hamburgers and hot dogs with chips, potato salad, slaw and drinks. Donut holes were suggested instead of doughnuts. Commissioner Hall suggested we contact Murphy's to have drinks donated. \$1,500 is budgeted for this event. The VFW will be asked to participate with the cooking and they will raffle a vest.

Commissioner Hall asked if the committee did waivers for events. Jackie explained that the committee had waivers where needed and we did use them for bike runs. This will be clarified with the City Manager or City Attorney.

VII. ANNOUNCEMENTS

Jackie read a letter of resignation from Clark Sizemore (attached).

VIII. NEXT MEETING AGENDA ITEMS – FEBRUARY 12, 2020

Requirements for Committee Participation
Budget
Spring Bike Run
Eggstravaganza
Team Leaders

IX. ADJOURNMENT

Lucille made a motion to adjourn the meeting. Mary seconded the motion and the meeting adjourned at 7:35 PM

VOTE: 5 – 0

Respectfully submitted,

Joan Kinney
Special Events Committee Member