



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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**Special Events Committee  
Meeting Minutes  
February 12, 2020  
5:30 P.M.  
City Hall**

**ATTENDANCE:** Jackie Barker, Chair, Lucille Launderville, Brenda Hogan, Joan Kinney, Mary Pongonis, Ernie Siriani, Teagan Hall, Commissioner Liaison

**I. CALL TO ORDER**

Jackie Barker, Chair of the Special Events Committee, called the regular monthly meeting to order at 5:30 PM

**II. APPROVAL OF AGENDA**

A motion was made by Lucille Launderville and seconded by Brenda Hogan to accept the agenda.

**VOTE: 5 – 0**

**III. APPROVAL OF MINUTES**

A motion was made by Mary Pongonis and seconded by Lucille Launderville to accept the January 8, 2020 minutes as written.

**VOTE: 5 – 0**

**IV. PUBLIC COMMENT**

There was no public comment.

**V. OLD BUSINESS**

**a. Spring Bike Run (March 14, 2020)**

Jackie suggested the committee use UPS to print flyers. The cost is less than \$20 to print 25 better quality copies and she asked to budget \$20 per event

to have UPS print flyers. Lucille questioned if this was necessary as it might make it difficult using UPS in case we need extras. After discussion, Lucille moved to try and use UPS for 6 months. The motion was seconded by Brenda.

**VOTE: 5 – 0**

Jackie reported that single sided 24" x 36" corrugated plastic signs advertising events were \$14.40 each from signsonthecheap.com and \$28.00 each from Brandall. She suggested we get 10 signs each made for the Spring Fling, EGGstravaganza and the Spring Bike Run. The cost of a double-sided sign from Brandall would be \$45.00. Shipping from signsonthecheap.com will run around \$5.50. The committee agreed the signs should be used more than once by changing the date as long as the sign was still in good shape. Commissioner Hall recommended that the committee include extra expenses such as the signs in their budget request.

A donor board was suggested and all liked the idea. Commissioner Hall will provide the committee with a sample of a sponsor letter.

Joan moved we spend up to \$200 per event for a total of 30 – 24" x 36" single-sided corrugated plastic signs for 3 events from signsonthecheap.com. The motion was seconded by Brenda

**VOTE: 5 – 0**

Jackie suggested we order our banners from Brandall. A double-sided 3' x 6' banner costs more than two (2) single-sided banners. Brandall is ready to make the bike run banner. It will cost \$200 for two single-sided reusable banners. Lucille moved we order two (2) single-sided banners at \$98 ea from Brandall for the Spring Bike Run. The motion was seconded by Brenda.

**VOTE: 5 – 0**

Jackie has contacted the Sheriff's Office and BSL Fire/Rescue Department for both bike runs. The Community Center has been reserved, the VFW contact is Cedoin Odom. Lucille will invite the Mayor and Chaplain and Jackie will contact the JROTC.

Ahoy Donuts will donate doughnuts, but the necessity for donuts was discussed. Ernie felt water, juices and a pot of coffee would be sufficient. Donuts get your hands sticky and for that reason most don't want them. Jackie suggested asking Ahoy Donuts for cookies, maybe. Brenda will handle this.

Murphy's will be contacted to request a donation of drinks. A donation form is on their website – MurphyUSA.com. A letter needs to be written with our Tax ID number identifying the event, specific drinks we want and then hand deliver it to the Manager. Commissioner Hall will handle this and will provide the committee with a sample of a donation letter which she will send to Jackie. The letter will need a contact number on it. Commissioner Hall asked if we had our own logo and Jackie said she thought we could not. Ernie thought because we are not a city department, we probably could not have our own logo. We need a deadline date for picking up the drinks and a place to store them. We will need 75 drinks.

Jackie stated that someone needs to check that the stops are secure. The three stops are: Hardee's at Hwy 211 & Hwy 17, Exxon Scotchman's at Hwy 130 & Hwy 17 and the Olde Brunswick Store in BSL. Lucille agreed to check the stops and will pick up donations from Beach House Harley at that time. Jackie will fill out the form from Beach House Harley for their donations. Ernie said his business would donate a variety of 5 knives. The check for the winner will have to be picked up at City Hall. 100 release forms have been printed, and we will need signs for 50/50 and for the raffles which will all be \$1.00 each. Each container will need a sign indicating which raffle tickets it contains. Mary will take care of the signs. The VFW Post 10400 has asked us to raffle a vest on their behalf which was agreed by all and those tickets will be \$5.00 each. Teagan will check to see if we can borrow a mannequin to display the vest on from CIS and, if they agree, Ernie will pick it up on Friday before the Bike Run. Ernie will take coolers to Kopp's to get ice. A press release was sent out today with our calendar of events and Morgan Harper from the State Port Pilot will reach out to our reporter. Brandall is working on the trophy.

Food will be donut holes, water, coffee, hamburgers, hot dogs, chips, potato salad and cole slaw. Brenda, Lucille and Joan will do the shopping on Friday, March 13<sup>th</sup>. The Community Center sound system will be used.

The budget for this event is \$1,500 - \$20 for flyers, \$200 for a banner, \$200 for yard signs and \$300 for food. Brenda moved to spend \$300 for food. Lucille seconded the motion.

**VOTE: 5 – 0**

Lucille made a motion to buy a \$100 gift card and two \$50 gift cards from Beach House Harley for the raffle and 8 - \$25 gas cards for prizes. The motion was seconded by Brenda.

**VOTE: 5 – 0**

Ernie questioned if there will be a trailer in case there is a broken down bike. We could request the use of the Public Works trailer and have a volunteer firefighter drive. He feels this should be looked into.

## **VI. NEW BUSINESS**

### **a. Team Leaders**

Spring Bike Run – Lucille and Jackie  
EGGstravaganza – Ernie and Mary  
Spring Fling – Jackie & Commissioner Hall  
Golf Tournament – Lucille & Brenda  
9/11 Memorial Bike Run – Joan & Jackie  
Fall Festival – Ernie & Brenda  
Christmas Tree Lighting – Joan & Mary  
Evening with Santa – Joan & Mary

### **b. Budget**

Next meeting we need to vote on budgeting an amount for banners, if we like our banner. Joan moved to spend \$350 out of our Special Fund for Lucille to purchase 2 power cords, 2 power strips, 4 folding chairs, 2 packages of bungee cords, 2 large totes, 1 – 120 quart cooler and clipboards. The motion was seconded by Brenda.

**VOTE: 5 – 0**

Jackie will share with Ernie what information she has on sound systems. Ernie will check into it.

### **c. EGGstravaganza (April 4, 2020)**

Park is reserved. Joan will contact Key Club Members to help. Mary will do crafts and a decision will be made at the next meeting regarding the eggs. Commissioner Hall will be the photographer.

Jackie has started working on flyers. Schedule: 9:00 AM – Volunteers arrive, 10- Noon – Announcements, 11 – Noon – Easter Bunny Meet & Greet and Photo Op, 12:00 (Noon) – Easter Bunny kicks off Easter Egg Hunt starting with age group Infant – 5 with the 6 – 10 age group immediately following. Face Painting and crafts under the shelter open at noon. Prize Table – 12:30 PM. Jackie will do a press release. The committee agreed to ask Clark Sizemore to be the Easter bunny. We will have 6 baskets for prizes. Mary

will do crafts and ideas are needed for games. Still need to reach out for donation from McDonald's.

**d. Committee Membership Requirements**

Lucille moved to table Committee Membership Requirements until next meeting. The motion was seconded by Joan.

**VOTE: 5 – 0**

**VII. ANNOUNCEMENTS**

Jackie let the committee know that she had received an e-mail from Michelle Hennessey that she was resigning from the committee.

The date for the Mayor's Cup Golf Tournament has been changed to August 1, 2020 and the Evening with Santa will be the first Friday in December – December 4, 2020.

**VIII. NEXT MEETING AGENDA ITEMS – MARCH 15, 2020**

Requirements for Committee Participation  
Budget  
Spring Bike Run  
EGGstravaganza

**IX. ADJOURNMENT**

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

Respectfully submitted,

Joan Kinney  
Special Events Committee Member