



City of Boiling Spring Lakes

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

Special Events Committee

Meeting Minutes

March 11, 2020

5:30 P.M.

City Hall

ATTENDANCE: Jackie Barker, Chair, Lucille Launderville, Brenda Hogan, Joan Kinney, Mary Pongonis, Ernie Siriani

ABSENT: Teagan Hall, Commissioner Liaison (excused)

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 February 12, 2020 minutes as written.

VOTE: 5 – 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. Requirements for Committee Participation

Lucille Launderville moved to table discussion regarding requirements for committee participation. Brenda Hogan seconded the motion

VOTE: 5 – 0

b. Spring Bike Run (March 14, 2020)

The budget for this event is \$1,500. At the present time we are under budget.

Brenda and Joan will shop for food Friday. They will plan on food for 100 participants. Food will consist of hamburgers, potato salad, cole slaw, Doritos, cookies and drinks. If available, it was recommended that Clorox Wipes be purchased. At the beginning of the run, coffee and donut holes will be available. Joan will bring hand sanitizer and plastic tongs to pick up the donut holes. Brenda said the donut holes will be ready to be picked up at 7:30AM Saturday. Brenda has the key to open the Community Center.

Jackie announced there are 40 door prizes and we will use the Community Center speaker system. Ernie confirmed he will pick up the ice from Kopp's. Lucille has taken care of the prize money and start-up cash and she has purchased clipboards to use with the release forms. Score cards are in the trailer.

There was discussion regarding the banner and all agreed it should be bigger and moved out more to where it is more visible. A press release for the paper has been done and prospective riders have been emailed. People for stops will be as follows: Lucille – Exxon and Hardee's and Ernie – Harley Beach House and Olde Brunswick Store. Lucille has invited the Mayor and Chaplain. Gift cards from Beach House Harley were picked up by Lucille and Mary put out the signs. The Fire Department needs to be at the Olde Brunswick Store when the bikes leave Hardee's around 12:30. Jackie will text Chief Tickle to let her know when the bikes leave Hardee's. A list of prizes will be put together by Jackie. The VFW will arrive at 10:30 AM with the grill and the cooks will arrive at 11:00 AM.

c. EGGstravaganza – April 4, 2020

Jackie confirmed that the park has been reserved.

\$1,000 has been budgeted for this event and all agreed the excess money from the Fall Festival needs to be transferred into the EGGstravaganza account.

Joan will request 10 South Brunswick High School Key Club members to help putting out the eggs, crafts, and games. Joan will request their help from 9AM until 2 PM. Clark Sizemore will be the Easter Bunny.

Ernie reported that the price of 1,000 plastic eggs filled with toys would cost \$259.99 and 1,000 plastic eggs filled with candy would cost \$299.99. Joan moved to purchase 1,000 plastic eggs filled with toys and 1,000 plastic eggs filled with candy. Mary seconded the motion.

VOTE: 5 – 0

Lucille moved while Brenda and Joan are at Sam's purchasing food for the bike run that they also purchase 6 Easter baskets for the EGGstravaganza for no more than \$30 each to be rung up separately. Brenda seconded the motion.

VOTE: 5 – 0

Where the Easter Bunny should sit for picture taking was discussed and it was decided to use a folding chair.

Jackie will print flyers next week and she will give Brenda thank you letters to take when she puts up the flyers.

Mary showed the committee a craft for the children which is eggs for kids to decorate.

The Easter egg hunt will start at 12:00 noon with infant to 5 years old and immediately following the 6 – 10 year olds.

VI. Spring Fling at the Lakes – May 9, 2020

Jackie said the park has been reserved and she gave each committee member a site map which needs to be evaluated and stated the vendors need to be moved to the right. She also gave each member Spring Fling 2019 Vendor Feedback sheets. Lucille suggested going to only one (1) bouncy house instead of 2. Jackie will send the Police Chief an email requesting their help with directing traffic and parking. Jackie will contact vendors.

Budget for this event is \$1,450.

We will need 6 South Brunswick High School Key Club members to help with the bouncy house, crafts and games.

Jackie will take care of flyers and advertising. Yard signs are already done. Jackie will check on getting a 4' x 8' banner for this event at a cost up to \$250.

Lucille moved not to have a BBQ Cookoff. The motion was seconded by Joan.

VOTE: 5 – 0

Jackie will get with Nicole Morgan, BSL Planning and Zoning Administrator, for verbiage to be used for food vendors. Ernie will research washing stations. Food vendors will register with us and, if we approve them, we send them to Nichole. If it becomes too involved, we can think about having just one vendor and they would get the proceeds for their sales.

Jackie will draft an email questionnaire.

VII. ANNOUNCEMENTS

Brenda presented Joan with a Key Club shirt which had been presented to the committee by the Key Club at the March Commissioners' meeting. Joan was very appreciative.

Jackie announced there will no longer be name tags but photo ID's on a lanyard to identify members.

VIII. DISCUSSION

Lucille moved that no politics (political groups) or churches be involved in our events. The motion was seconded by Mary.

VOTE: 5 – 0

IX. ADJOURNMENT

Lucille made a motion to adjourn the meeting. Brenda seconded the motion and the meeting adjourned at 6:45PM.

VOTE: 5 - 0

Respectfully submitted,

Joan Kinney
Special Events Committee Member