



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee

Meeting Minutes

March 9, 2022

5:30 P.M.

City Hall

ATTENDANCE: Brenda Hogan (Chair), Lucille Launderville, Mary Pongonis, Brittany Tapp, Joan Kinney, David Mammay, Commissioner Liaison

I. CALL TO ORDER

Brenda Hogan called the regular monthly meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA

Joan made a motion to approve the agenda with the addition of the Budget and Photo Cabinet to be included under New Business. The motion was seconded by Brenda.

VOTE: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Mary and seconded by Lucille to approve the February 9, 2022 minutes as written.

VOTE: 5 – 0

IV. PUBLIC COMMENT

There was no public comment.

V. OLD BUSINESS

a. **Eggstravaganza – April 9, 2022**

Brenda announced she has gotten a couple of ladies from the Community Center who will be helping along with someone to do face painting. Mary is ready with crafts for the children to work on. Brenda and Joan will check in the trailer to see if the bunny costume needs to be dry cleaned which we think will be necessary and they will take care of getting it to the cleaners. They will also check to see how much face paint we still have and get the signs out so they can be posted around the city.

Rather than having the Police Department take care of getting the trailer to Spring Lake Park the day before the event, Commissioner Mammay has offered to take care of that for us.

Joan will take care of getting 5 helpers hopefully from the High School Honor Society or the Key Club and have them work from 9:30AM to set up until 2:00PM to help with cleaning up after the event.

Baskets for the event will be purchased on March 30, 2022. Lucille will purchase baskets for the 6-10 age group if she goes to Costco before March 30 then we will only need to shop for the 0-5 age group at WalMart.

Everyone needs to be ready to set up at 9:30AM on the day of the event. There will be 2 sections set up for the egg hunts with the first one starting at 11:00AM. As soon as they are finished, the second group will start.

Brittany will email the flyer to Pam at City Hall and have copies made so they can be distributed throughout the businesses in the city. She will also make up flyers to have at the event requesting volunteers to join our committee.

The flutter flag will need to be put up on E. Boiling Spring Road to help advertise where the event is taking place.

Rather than having someone assigned to taking pictures of the children with the Easter Bunny, we decided to just let parents take pictures with their phones and Brittany will take photos for us to put in our photo cabinet in city hall.

Lucille will email the Board of Commissioners inviting them to the event.

b. Ribbons and Banner for 2022 High School Graduates

Ribbons will be placed on every other tree along Hwy 87 and the committee will meet on Friday, May 13, 2022 at 11:00 to put them up. Ribbons will be prepared on Wednesday, May 4, 2022 at 10:00AM at Joan's house. After preparing the ribbons the committee will put the banner up.

VI. New Business

a. Budget

Lucille presented the budget as follows:

Office Supplies - \$150.00
Eggstravaganza - \$1,000.00
9-11 Bike Run - \$1,500.00
Spring Fling - \$1,200.00
Golf Tournament - \$0
Spring Bike Run - \$1,500.00
Christmas Festival - \$1,000.00
Fall Festival - \$3,000.00

Joan made a motion to approve the budget as presented and the motion was seconded by Mary.

VOTE: 5 – 0

After presenting the budget, it was decided to set May 21, 2022 for the Spring Fling. Brittany will reach out to see if there is any interest from vendors.

b. Special Events Photo Cabinet

Brenda reported to the committee that the Parks and Recreation Department has shown interest and requested to share the cabinet with us. The committee feels they will be using it now that they are aware it is in City Hall. With a new light bulb in the cabinet the committee feels it will show up a lot better. Lucille suggested we could also put our upcoming event flyers in the cabinet before an event and then photos after the event. Lucille will take care of getting a work order to have the light bulb replaced.

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

- Spring Fling – May 21, 2022
- Golf Tournament

IX. ADJOURNMENT

A motion was made by Joan and seconded by Mary to adjourn the meeting.

VOTE: 5 – 0

The meeting was adjourned at 6:45 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member

