



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee
Meeting Minutes
October 12, 2022 ✓
5:30 PM
City Hall

ATTENDANCE: Brittany Tapp (Co-Chair), Lucille Launderville, Mary Pongonis, Joan Kinney, Karen Hartigan, 1st Alternate, Honey Martin, 2nd Alternate

ABSENT: Brenda Hogan, Chair (excused)
David Mammay, Commissioner Liaison (excused)

I. CALL TO ORDER

Brittany Tapp called the regular monthly meeting to order at 5:30 PM.

II. APPROVAL OF AGENDA

Karen made a motion to approve the agenda. The motion was seconded by Lucille.

VOTE: 5-0

III. APPROVAL OF MINUTES

A motion was made by Lucille and seconded by Mary to approve the August 10, 2022 minutes as written.

VOTE: 5-0

IV. PUBLIC COMMENT

There was no public comment

V. OLD BUSINESS

a. Budget

Lucille and Joan met with the city finance officer and tried to understand where we stood pertaining to our finances, especially our Special Account. We are still not clear, but we think our balance in our Special Account at the present time is \$1,918.08.

b. Fall Festival

The Fall Festival will be held, Saturday, October 22, with committee members meeting at 8:30AM to setup and returning at 3:30PM.

The following responsibilities were discussed for each member as listed:

Brenda:

1. Follow-up with Police Department regarding lights and generator
2. Make sure vans are relocated out of parking lot
3. Get key to Community Center on Friday

Brittany:

1. Fortune Teller tent – lights, tablecloth and chairs
2. Speaker for cake walk

Mary:

1. Chair for fortune teller to sit in, card table
2. Signs out on Sunday

Lucille:

1. Crystal Ball
2. 100 mini cupcakes
3. Has already taken care of notifying Pam about putting our festival on the city sign, city website and facebook

Joan:

1. Check with Fire Department about start-up money and cash boxes
2. Purchase 6 hay bales
3. Go with Karen to Sam's at 11:30 on Friday, October 21, 2022 to purchase food for the fire department to cook

Karen:

1. Get solar lights out of trailer
2. Get names off of tombstones for the cakewalk

There will need to be a table set up for costume competition prizes. Brittany, Karen and Joan will meet at 11:00 AM on Wednesday, October 19, 2022 to get lights out and names off of the tombstones. Sections will be numbered for scenes so the location for each scene is identified.

c. Tree Decorations/Decorations

Tree decorating will be on November 27, 2022 at 1:00 PM. There was discussion regarding the after school children from the Community Center making ornaments, but no decision was made. The idea was brought up, if the children made ornaments, we should have them bring them to decorate the tree on the night of the tree lighting which will be at 5:00 PM on December 2, 2022. We will try and get a band to play Christmas carols for the tree lighting.

d. Christmas

Brittany suggested we have lower tables for the children to write their letters to Santa as it is hard for some of them to write off the tables we use. She has a couple of tables we can use. Mary and Brittany will come up with a craft for the children. Joan will confirm with the Fire Chief about having a raffle again this year.

e. Voting Rights of Alternates

Lucille explained to the committee that only regular members are allowed to vote. Alternate members may join in on discussion but cannot make a motion or vote.

VIII. AJOURNMENT

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

VOTE: 5 – 0

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Joan Kinney