



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee

Meeting Minutes

November 9, 2022 ✓

5:30 PM

City Hall

ATTENDANCE: Brenda Hogan (Chair), Brittany Tapp, Mary Pongonis, Joan Kinney, Karen Hartigan, 1st Alternate, Honey Martin, 2nd Alternate, David Mammay, Commissioner Liaison

ABSENT: Lucille Lauderville (excused)

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

VOTE: 5-0

III. APPROVAL OF MINUTES

A motion was made by Karen and seconded by Mary to approve the October 12, 2022 minutes as written.

VOTE: 5-0

IV. PUBLIC COMMENT

There was no public comment

V. OLD BUSINESS

a. Recap Fall Festival

All committee members agreed the Fall Festival was a big success. Suggestions made for next year's Fall Festival were as follows:

1. More candy
2. Change time to 5:30 PM to 8 PM
3. Have a prize category for best adult costume
4. Have posted times for costume judging and start of haunted trail
5. Advertise food
6. Sign by hay bales suggesting picture taking
7. Slate sandwich boards to write on (Can be erased and reused)
8. Something like a citronella candle for the fortune teller tent that is not an open flame
9. Need to buy three (3) 100 ft heavy duty electric cords
10. Music needs to be louder
11. Plan event on October 21st for next year

We would like to invite those who participated in the scenes to come back next year (Scout Troop, Fire Dept, Stephanie Bodmer, Police Dept, and Brittany's friends) and for new scenes – Bob on S Shore across from Brenda and Gene Helbig.

b. Tree Lighting and Decorations

Committee members will meet at the trailer on Sunday, November 27th at 10AM to get decorations out and check contents for Christmas and make sure trailer is organized. Decorating the Christmas tree will be at 1:00 PM with Clark Sizemore and the Fire/Rescue Department helping.

Brittany showed the committee an idea to make a string of red balls with popcorn made from spray foam to be strung around the tree. Joan made a motion that Brittany and Mary be in charge of making the strings for the tree. The motion was seconded by Karen.

VOTE: 5 – 0

Committee members are available to help with making the strings.

c. Christmas

The lighting of the Christmas tree will be December 2, 2022 at 5:00 PM with our Commissioner Liaison, David Mammay officiating the lighting and CeCe McConnell doing the prayer before the lighting.

The following are responsibilities taken by committee members:

Joan – Hot chocolate, cookies, tablecloths and napkins.
Get help from Key Club members and JROTC

Brittany – Small table and chairs for children to use to write Santa Letters
Music
Crafts (40 small pine cones for Christmas tree on disc which will be
sprayed green. Trees will be rolled in glue and then decorated)

Mary – Flyers and help Brittany with crafts

Lucille – Invite Board of Commissioners
Article for State Port Pilot

All available committee members – Monday, November 28th at 10:00 AM at
City Hall to shop for Raffle Baskets. We have ages 7-10 yrs and 10-older.

Becky Farrar will do face painting and will make a sign and the Library
Commission will be reading stories to the children while they wait to see
Santa.

We will have the Key Club be at the Fire Department at 5:30 PM and we will
go over to the Fire Department following the tree lighting. The event starts
at 6:00 PM

VI. NEW BUSINESS

Karen moved we do not have a December meeting. The motion was seconded
by Brenda.

VOTE: 5 – 0

VII. ANNOUNCEMENTS

None

VIII. NEXT MEETING AGENDA ITEMS

- a. Schedule for 2023
- b. Eggstravaganza
- c. Graduation Banner and Ribbons

IX. AJOURNMENT

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

VOTE: 5 – 0

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member