



City of Boiling Spring Lakes

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

Special Events Committee
Meeting Minutes
April 12, 2023
5:30 PM
City Hall

ATTENDANCE: Brenda Hogan (Chair), Lucille Lauderville, Joan Kinney, Karen Hartigan, Honey Martin, 1st Alternate, David Mammay, Commissioner Liaison

ABSENT: Mary Pongonis (excused)

I. CALL TO ORDER

Brenda Hogan called the regular monthly meeting to order at 5:35 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 Karen to approve the March 8, 2023 minutes as written.

VOTE: 5-0

IV. PUBLIC COMMENT

None

V. BUDGET REPORT

Lucille presented the 2023-2024 Budget Request as follows:

High School Recognition	\$600
Eggstravaganza	\$1200
Mayors Cup Golf Tournament	-0-
Fall Festival	\$3300
Christmas Festival (includes Tree Shaping/Trimming)	\$1500
Possible Additional Event	\$1200
Office Supplies	\$200
TOTAL BUDGET REQUEST	\$8000

Brenda brought up the possibility that we might want to have food for the Mayors Cup Golf Tournament. Lucille stated that, if we decided to have food, we could use any money that we had not used on other events to use for the food. We could also use money out of our Capital Account.

Regarding the Special Events Committee Capital Account, Lucille reported that she and Joan had met with Suzanne Tungate on December 7, 2022, at which time they were told the balance in the account was \$3,282.00. After that date the following were purchased:

Chalk Boards	\$89.65
2023 Gradation Banner	81.54
Christmas T-Shirt	13.86

After the deduction of \$185.05 our total then should have been \$3,096.95.

On March 28, 2023 Brenda received an email from Suzanne asking for a confirmation of the total of the Special Events Committee Capital account as being \$4,843.68. This is a difference of \$1,746.73 from our balance on December 7, 2022 less expenses made after that date.

David will discuss this discrepancy with the City Manager to see if we can come up with a total that we all agree upon so that the committee knows exactly what is in their Capital Account.

VI. OLD BUSINESS

a. Recap Eggstravaganza

Because of the weather forecast the committee agreed the event should be cancelled. All members felt it was the right decision as the weather was rainy and windy all day.

Lucille suggested we have the event the Saturday before Easter next year. If necessary, we could have it in the evening or have a rain date. She also asked how the committee felt about trying to have the event after Easter to be able to use the eggs and baskets which we had purchased.

David suggested we coordinate the event with the band concert at Spring Lake which will be May 19, 2023. The committee felt this was a great idea and plan to reschedule the event at Spring Lake on May 19, 2023 from 5pm – 6 pm. Mary was assigned the job of making the flyer which would include a creative name she would come up with. The flyer should also include the concert from 6pm – 8pm and the Fire Department will be selling hamburgers and hot dogs.

Committee members need to be at Spring Lake for set-up at 3pm. Brenda will take care of reserving the park.

b. Graduation Banner, Ribbons and Balloons

Graduation will be June 6, 2023 at 9AM so the committee is planning on getting the ribbons up before May 11th. Members will meet at Joan's house at 11:00 AM on April 24, 2023 to make up the ribbons and ribbons will be put up on April 27th at 10AM. We will plan on making 50 ribbons.

The date for the parade has not been finalized so the committee will decide at a later date if they want to put balloons.

VII. NEW BUSINESS

None

VIII. ANNOUNCEMENTS

Brenda announced that the City Clerk, Nancy Sims, has requested our help for the dam groundbreaking on Saturday, June 3, 2023. This will be discussed further at our May meeting.

Brenda also let the committee know that Brittany Tapp has resigned and all agreed she will be greatly missed. Brittany told Brenda she would be available if we needed help.

IX. NEXT MEETING AGENDA ITEMS

- a. Eggstravganza
- b. Recap of Graduation Ribbons
- c. Decision Regarding Graduation Balloons

X. ADJOURNMENT

A motion as made by Karen and seconded by Lucille to adjourn the meeting

VOTE: 5 – 0

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member

