



City of Boiling Spring Lakes

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

Special Events Committee
Special Meeting Minutes
May 15, 2023
12:30 PM
City Hall

ATTENDANCE: Brenda Hogan (Chair), Lucille Launderville, Joan Kinney, Karen Hartigan

ABSENT: Mary Pongonis (excused)
Commissioner David Mammay (excused)

OTHER ATTENDEES: Nancy Sims, City Clerk
Pam Bellina, Executive Assistant to City Manager

I. CALL TO ORDER

Brenda Hogan called the special meeting to order at 12:30 PM.

II. APPROVAL OF AGENDA

Karen made a motion to approve the agenda and Lucille seconded the motion.

VOTE: 4-0

III. DISCUSSION ON GROUNDBREAKING FOR DAM RECONSTRUCTION

Nancy explained to the committee that a lot of money cannot be spent on this event as whatever is spent will have to come out of the fund balance. The event will be held Saturday, June 17, 2023 at 10:00 AM. Commissioner Mammay is working on getting us a large tent from Sunny Point at no cost for the tent but there will be a cost for setting up and taking down the tent which is not determined at this time. Commissioner Mammay will supply the generator and audio equipment. The podium from the Community Center will be used and a 4' x 6' stage about 10" high from the Public Works Department will be used. The city has 10 shovels and the event will be held on the boat launching side with the tent on the asphalt with chairs underneath. Public Works Department will set up and take down the chairs early on Saturday.

Dignitaries who have been financially supportive of the reconstruction along with surrounding Mayors will be seated in the front with designated seats assigned by having their name on the seat. Speakers will be seated on either side of the podium.

Advertisement will be with flyers, facebook posts as an invitation asking if they are interested or coming, and on Neighborhood. The media will be contacted. We will need small bottles of water and ice along with coolers. We also need to check and see if we can get the water donated. We need to contact EMS and Police to be present. Check with VFW for flag ceremony and Linda Snyder to sing the National Anthem. Fire Department needs to be contacted to see if they will provide their fire truck with the flag extended out.

All agreed to meeting on Wednesday, May 17th at 1:00 PM at City Hall with a police representative to go to the event site and get an idea of the layout. Following all will return to City Hall to discuss how the site will be set up.

Gordon Hargrove, City Manager, will let Nancy know by Wednesday, May 17th how much money we will have to spend on the event.

At the end of the ceremony, an announcement will be made that there is a reception at City Hall for those interested in attending.

Recap of Assignments:

Nancy:

1. Ask Commissioner Kim Sherwood to contact the VFW regarding the Flag Ceremony and Linda Snyder to sing the National Anthem
2. Ask Commissioner Teagan Hall about getting small bottles of water and ice donated
3. Press Releases
4. Post on sites getting response as to whether citizens are interested or planning to attend so we can get an estimate for the number of attendees
5. Contact Police

Joan:

1. Contact Fire Department and EMS asking for their assistance

Lucille:

1. Check with Doshier Hospital regarding the stage they are using for their groundbreaking ceremony on June 10, 2023.

Special Events Committee:

1. Coolers

It was suggested that we set up 50 chairs initially with some backup chairs; and, if there seems to be more attending there will be more chairs ready to set up.

The day of the event, Special Events Committee plan to meet at 7:30 AM at the site of the event.

IV. ADJOURNMENT

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

VOTE: 4-0

The meeting adjourned at 1:15 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member