



City of Boiling Spring Lakes

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

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

ATTENDANCE: Brenda Hogan (Chair), Lucille Launderville, Mary Pongonis, Joan Kinney, Karen Hartigan, Clark Sizemore, Jenny Sorber

ABSENT: Commissioner David Mammay

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

VOTE: 5 – 0

III. APPROVAL OF MINUTES

Lucille moved to approve the minutes of the June 14, 2023 minutes with corrections (ANNOUNCEMENTS and Mammay). Mary seconded the motion.

VOTE: 5 – 0

IV. PUBLIC COMMENTS

Karen joked about seeing on the City's agenda that she was up for another 3 years. All committee members were happy the Board of Commissioners voted for her to stay on our committee and that she accepted.

V. BUDGET REPORT

Lucille reported that she had emailed the City Manager about the balance of our Capital Account. He replied that he has asked the Finance Officer for a complete report but she is currently out of town this week.

As of now, we do not know the balance so we cannot determine what we can spend.

VI. OLD BUSINESS

a. RECAP DAM GROUNDBREAKING

Everyone agreed the groundbreaking was a success and that there was a good turnout. Only complaint heard was that attendees did not realize there was food following the event at City Hall. As a result there was quite a lot of food leftover which was shared with the Police and Fire Departments. Tongs to serve the sandwiches which were purchased at The Dollar Tree were not substantial but Wal Mart did an excellent job with the sandwiches.

VII. NEW BUSINESS

a. WELCOME BANNER

Lucille suggested tabling discussion regarding the welcome banner until we know how much money we have in our Capital Account. Jenny will work on the design for the sign. Karen suggested using something other than the city logo on the sign.

b. MAYORS CUP GOLF TOURNAMENT

Brenda let the committee know that 3 teams have already signed up for the tournament.

Jenny will take care of the flyer and facebook.

Lucille reviewed what the Lakes Golf Club provided last year:

3 cash boxes, \$50 for members and \$60 for non-members, registration sheets, charge account at register, signage for Mulligans, signage for 50/50 raffle, set up tents, food location, 6 coolers, table and chairs at drink stations, wait list and setting out and retrieving Tee Signs along with retrieving coolers and property cleanup.

Clark will work with either Herb Hogan or Russ Launderville to put out Tee Signs and pick them up.

Committee members are to meet August 12th at 7:30 AM at the club with registration at 8:00AM and a start time of 9:00AM.

Lucille ordered 18 blank Tee signs to be ready for any new sponsors we may get.

There will be 2 levels of sponsorship:

Gold - \$350 which includes a 4 person team with cart and Tee Sign
Silver - \$100 – Tee-sign

Updated letter and flyer will be ready tomorrow so sponsors can be recruited Friday. Mary, Brenda, Clark and Joan will meet at City Hall, Friday July 14th at 9:00 AM to start working on recruiting sponsors.

Brenda and Karen will check in the trailer for raffle tickets, baskets for handouts and Tee signs plus vinyl for lettering on new sponsor signs.

All agreed that food would not served.

Lucille will purchase 10 - \$25 gift cards to be given out. Tickets for this drawing are given out, one to each player at registration.

Jenny will take pictures at the event.

Lucille will email Sherry to see if we need to meet prior to the tournament.

There was discussion as to how we will handle money received from Tee sign sponsors. Lucille will talk to Pam regarding checks received and where they will go.

Lucille and Mary will meet with Brittany on Tuesday and will see if she is available to make any new Tee signs we may need.

VIII. ANNOUNCEMENTS

None

IX. NEXT MEETING AGENDA ITEMS

- a. Budget Report
- b. Mayor's Cup Golf Tournament
- c. Welcome Banner
- d. Fall Festival

X. **ADJOURNMENT**

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

VOTE: 5 – 0

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member