



## **City of Boiling Spring Lakes**

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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Special Events Committee  
Meeting Minutes  
August 9, 2023  
5:30 PM  
City Hall

**ATTENDANCE:** Brenda Hogan (Chair), Lucille Launderville, Mary Pongonis, Joan Kinney, Karen Hartigan, Jenny Sorber, David Mammay, Commissioner Liaison

**ABSENT:** Clark Sizemore (excused)

**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

Suggestions for additions to New Business were: Cricut Purchase, Brittany Tapp, Candidates Forum and Christmas Craft.

Karen moved to approve the agenda with suggested additions. Mary seconded the motion.

**VOTE: 5 – 0**

**III. APPROVAL OF MINUTES**

Karen moved to approve the minutes of the July 12, 2023 meeting. The motion was seconded by Brenda.

**VOTE: 5 – 0**

**IV. PUBLIC COMMENTS**

None

**V. BUDGET REPORT**

Lucille reported as of 12/22/22 the balance in our Special Account was \$3,282.00. As of 3/23/23 the balance was \$4,843.68 and according to the last report on 6/30/23 our balance is \$3,042.94.

Final expenses for Dam Groundbreaking was \$437.22.

Mayor's Cup Expenses are as follows:

- Raffle Tickets - \$9.48
  - Chips - \$59.61
  - Tee Signs- \$69.33
  - Gift Cards - \$250.00
  - Mini Tape Measures - \$240.26
  - Lakes Golf Club - \$1,200.00
- |                |            |
|----------------|------------|
| Total Expenses | \$1,828.68 |
| Total Income   | \$3,650.00 |

Income Balance after Expenses \$1,821.32

Lucille made a motion stating if the committee spends money it should be with the consensus of the board and there should be no commitments without the entire vote of the committee. Brenda seconded the motion.

**VOTE: 5 - 0**

**VI. OLD BUSINESS**

a. Mayor's Cup Golf Tournament

Karen made a motion to put a thank you to all our sponsors of the golf tournament in the State Port Pilot. Brenda seconded the motion.

**VOTE: 5 – 0**

Brenda let the committee know that she has 13 signs and 13 bandaid cases leftover from last year's tournament. Four (4) sponsors from last year did not participate this year. Schuping & Sons has donated koozie's to hand out. There are two sponsors who have taken out two sponsorships so their signs will be divided with one on the first 9 holes and one on the last 9 holes. Mary will have all the signs and Jenny will make the chalkboards with sponsors written on them. Brenda will bring signs and chalkboards to city hall tomorrow at 9:30AM. Committee members will meet at the golf course at 7:30AM to get set up.

b. Welcome Banner

Jenny will measure the banner posts to see what size banner we will need and will come up with 4 options for the committee to decide on for the design of the banner and it will be two-sided. Lucille made a motion to spend up to \$250 on the welcome banner and Karen seconded the motion

**VOTE: 5 – 0**

**VII. NEW BUSINESS**

a. Cricut Machine

Mary presented 2 options and made a motion to purchase the Cricut Explore Air 2 and Press Machine. Joan seconded the motion.

**VOTE: 5 – 0**

Lucille moved we spend up to \$500 for the Cricut Explore Air 2 and press machine. Brenda seconded the motion.

**VOTE: 5 – 0**

b. Brittany Tapp

Lucille moved we get Brittany a \$50 gift card from The Office for her help making the sponsor signs. Joan seconded the motion.

**VOTE: 5 – 0**

Brenda will pick up the gift card from The Office and Mary will get a card.

c. Candidates Forum

Karen made a motion to have the Candidates Forum on Thursday, October 12, 2023 from 6:30PM to 8:00PM at the Community Center. The motion was seconded by Joan.

**VOTE: 5 – 0**

Karen suggested we meet at 5:30PM at the Community Center to set up Joan will ask Hank Troscianiec to be the Master of Ceremonies as he did such an outstanding job at the last forum. Jenny will put it on Facebook. Each candidate will give a 5 minute introduction and they will have 3 minutes to answer questions which have been submitted by citizens prior to the Forum

and then 5 minutes to wrap up. There will be boxes for citizens to put questions in at City Hall, The Office, Olde Brunswick Store, Kopp's, The Lakes Golf Course and the Community Center. Joan will pick boxes up on October 2, 2023 which will give the committee time to organize them.

David will check on getting us a waiver in case we have more than the designated amount of people there. If we get the waiver, it will require a fire department member to be present. Joan will ask Chief Tickle to provide a member for the event.

Jenny will make flyers for the event and Brenda will reserve the community center. Lucille will put it in the State Port Pilot.

d. Fall Festival

Fall Festival will be held at the Community Center on Saturday, October 21, 2023. Karen suggested we start working on the scenes. Suggested ideas were the Fire Department, Police Department, Hank Troscianiec and Scouts and Stephanie from the BSL Motel. We need to review food, face painting and fortune teller. Brenda suggested when it cools off we need to work on organizing the trailer.

e. Christmas Craft

Karen asked everyone to start saving toilet paper rolls as she has seen some craft ideas on Pinterest using them.

**VIII. ANNOUNCEMENTS**

Brenda informed the committee that our Easter Egg Hunt on March 23, 2024 will be at the Community Center, and the Parks & Recreation Department will be having Founder's Day on April 6, 2024 and Trunk or Treat will be held on Halloween night.

**IX. NEXT MEETING AGENDA ITEMS**

- a. Budget Report
- b. Recap Mayor's Cup Golf Tournament
- c. Welcome Banner
- d. Cricut Purchase
- e. Candidates' Forum
- f. Fall Festival
- g. Christmas

**X. ADJOURNMENT**

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

**VOTE: 5 – 0**

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Joan Kinney  
Special Events Committee Member