



## **City of Boiling Spring Lakes**

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

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Special Events Committee  
Meeting Minutes  
September 25, 2023  
5:30 PM  
City Hall

**ATTENDANCE:** Brenda Hogan (Chair), Lucille Launderville, Mary Pongonis, Joan Kinney, Clark Sizemore, David Mammay, Commissioner Liaison

**ABSENT:** Karen Hartigan (excused)  
Jenny Sorber (excused)

**I. CALL TO ORDER**

Brenda Hogan called the meeting to order at 5:25PM.

**II. APPROVAL OF AGENDA**

Mary moved to approve the agenda. Brenda seconded the motion.

**VOTE: 5 – 0**

**III. APPROVAL OF MINUTES**

Mary moved to approve the minutes of the August 9, 2023 meeting.. The motion was seconded by Lucille.

**VOTE: 5 – 0**

**IV. PUBLIC COMMENTS**

None

**V. BUDGET REPORT**

Lucille reported financial results from the Mayor's Cup Golf Tournament as follows:

T Signs - \$3650

Expenses - \$1,828.68

The Lakes	\$1200.00 (Gold Team Greens Fees)
Tape Measures	\$ 240.26
Raffle Tickets	\$ 9.48
Chips	\$ 59.61
T Signs	\$ 69.33
Gift Cards	\$ 250.00

Mayor's Cup Golf Tournament Proceeds to the "Special Account" \$1,821.32

(June 30, 2023 Balance of Special Account per Suzanne - \$3,042.94)

\$4,864.26 – Current Balance of "Special Account"

50/50 Raffle Results - \$600.00

Purchase of Cricut - \$479.30 (Mary)

Gift Card for Brittany - \$50.00 (Brenda)

Cash Balance - \$70.70 plus \$8.00 Tips = \$78.70 (held by Lucille)

Mary moved to approve the budget report which was seconded by Brenda.

**VOTE: 5 - 0**

## **VI. OLD BUSINESS**

### a. Recap - Mayor's Cup Golf Tournament

Lucille reported that no changes were necessary as the event was a success. She also mentioned a thank you to Roger's wife for providing the food.

### b. Welcome Banner

Lucille suggested, since there was so much business to discuss, that we table discussion of the welcome banner until next meeting. All members were in agreement.

### c. Cricut Purchase

Mary showed the committee the signs she made for the Candidates Forum using the cricut. The signs came out excellent and it was necessary for her to buy vinyl in order to complete the signs at a cost of \$101.05. She will be

needing more supplies for the cricut so Joan moved that we reimburse Mary for the vinyl she has already purchased. The motion was seconded by Brenda.

**VOTE: 5 – 0**

Lucille moved to allow Mary to spend up to \$250 for supplies she will need for the cricut. The motion was seconded by Joan.

**VOTE: 5 – 0**

d. Candidates Forum

Joan moved the format to be as follows:

Brenda – introduce Hank Trosianic – Master of Ceremonies  
Mayor Winecoff – speak for 5 minutes  
Candidates will give their introduction – 5 minutes  
3 questions asked each candidate – 3 minutes each question  
Candidates will be given 5 minutes to rap up

Candidates will be seated in alphabetical order on one side of the podium with the Mayor seated on the other side of the podium.

When questions are presented they will be answered in alternate order so the same candidate will not always be first to answer the question.

Mary Pongonis from the Special Events Committee will be seated in the rear of the room indicating the time limit for speakers. She will raise a green card to indicate it is time for the candidate to start answering the question, a yellow card when you have 1 minute left and a red card when it is time to stop.

The motion was seconded by Lucille.

**VOTE: 5 – 0**

Brenda let the committee know that Sara Goodwin will have the after school kids set up the chairs at the Community Center and she will check with Sara regarding the podium and speaker.

Jenny will take care of facebook live for those not attending the forum.

We will meet at the Community Center at 5:30 PM and David confirmed we have a waiver for the number of attendees as long as we have a representative from the fire department there. Chief Tickle will be there for us. There will still be a limitation for the number of attendees if it gets to be too overcrowded.

Brenda and Joan will pick up the questions on October 2, 2023 and the committee will go over the questions at noon at The Office on October 4, 2023.

e. Fall Festival

Set up for the festival will be 9:00 AM at the Community Center. Brenda will take care of contacting Police Department regarding moving our trailer and the lighting for the event. Solar lights will need to be removed from the trailer in order to activate them. We need to figure how many games we have and a person to be in charge of attending each game for the night. Clark will get 5 bales of hay, 4 pumpkins and ice for the drinks. Mary will take care of the music for the cake walk and Joan will purchase 100 miniature cupcakes for the event. Brenda will get the key to the Community Center and no one is allowed in the Lakes Room that night. Brenda will talk to Sara about a notice to the disc golf players that the course will be closed the night of the festival and all that day for setup. Scenes for the festival so far are the Police Department, Fire Department, Stephanie from the BSL Motel, Hank's Scout Troop, and possibly, Becky Markflurry, who Brenda will check with.

The best scene will receive \$300 and Lucille will get the check. New Creations Worship Center will sell hot dogs, chips and a drink for \$4. We will purchase the hot dogs, buns, chips and drinks. They will provide the condiments and trays for the hot dogs. Committee members who are available will meet at 10AM at City Hall on Friday, October 20, 2023 to go to Sam's Club to purchase food and drinks.

Two – 3000 pieces of candy will be purchased from Oriental Trading by Joan.

After meeting on October 4, 2023 to determine questions, the committee members will go to the trailer to inventory what we have for the festival.

The festival will be from 4:00PM – 8:00PM.

The costume contest will be for best girl/boy (0-4 yrs, 5 – 8 yrs, 9 – 13 yrs) and best female/male over 14 with \$50 gift certificate to The Office for the winners in the age group over 14. Lucille will take care of the prizes for the 0 – 13 yr old group with a limit of \$300.

Becky Farrar will do face painting and Jenny will prepare the flyer.

**VII. New Business**

a. Christmas

Discussion regarding Christmas was tabled until the October meeting. Brenda did show the committee a picture provided by Karen showing the craft that will be made from toilet paper rolls. Everyone is asked to save toilet paper rolls for this craft.

**VIII. ANNOUNCEMENTS**

None

**IX. NEXT MEETING AGENDA ITEMS**

- a. Candidates Forum
- b. Fall Festival
- c. Christmas
- d. Welcome Banner

**X. ADJOURNMENT**

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

**VOTE: 5 – 0**

The meeting adjourned at 7:10 PM.

Respectfully submitted,

Joan Kinney  
Special Events Committee Member