



City of Boiling Spring Lakes

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

Special Events Committee
Meeting Minutes
October 11, 2023
5:30 PM
City Hall

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

ABSENT: David Mammay, Commissioner Liaison (excused)

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

VOTE: 5 – 0

III. APPROVAL OF MINUTES

Lucille moved to approve the minutes of the September 25, 2023 meeting. The motion was seconded by Brenda.

VOTE: 5 – 0

IV. PUBLIC COMMENTS

Todd Ausborn let the committee know that some of the Special Events Committee posts could not be shared.

V. BUDGET REPORT

Lucille reported that nothing has changed since last month's meeting. The question came up as to whether we needed to change our budget because of

the items stolen from our trailer. It was agreed that it would not be necessary to change the budget.

Lucille requested when a member has an expense, she needs a copy of the form which was sent to the Finance Department so she can keep track of our expenses.

VI. OLD BUSINESS

a. Candidates Forum

Everyone is to be at the Community Center at 5:30PM. The after-school children will set up the chairs with an aisle down the middle. Jenny will be doing Facebook live for us and Mary has made name signs for the chairs along with the “go”, “1 minute” and “stop” signs for the candidates. We will need a small table set up for the candidates to use for their cards. Chairs will have to be put up at the end of the forum.

b. Fall Festival

Brenda will meet with the Police Department and take care of the trailer being moved and the lighting in the Community Center parking lot on Friday, October 20th. Lucille reminded the committee that we have 8 games which all need to be attended throughout the event. Mary will be the fortune teller and Lucille will be in charge of the cakewalk. The goats will be located in the middle for the kids to pet and a table outside the petting area will be set up with sanitizer for the children to clean their hands after petting the goats.

We will be setting up from 9AM – 12PM with a return time of 3:30PM. The haunted trail will start at dark. Those going to purchase the food need to meet+ at City Hall on Friday, October 20th at 10AM.

Lucille made a motion for the committee to purchase a bull horn and lights for the fortune teller tent. Brenda seconded the motion.

VOTE: 5 – 0

Karen will bring weights to hold down the fortune teller tent, string for numbers indicating the scene areas and hand sanitizer. She also has the solar lights for the haunted trail. Becky Farrar will be doing face painting and Clark will bring his cooler, 7 bales of hay, 5 pumpkins, ice, and the table to hold the hand sanitizer at the goat petting ring. Disc golf will be closed all day and Joan will pick up the goodies for the cakewalk.

c. Christmas

Brenda let the committee know that the fire department had checked with her to make sure we were still helping with Christmas. Brenda assured them that we are planning to help and that we will need their help on Sunday, November 26th at 1:00 PM when we will be putting the lights on the city tree. If children want to bring ornaments on the night of the lighting they can hang them on the bottom of the tree. The tree lighting will be at 6:00 PM on December 1st followed by hot chocolate, letters to Santa, cookies, face painting, and crafts. We definitely need more cookies and hot chocolate this year. We need to check with Chief Tickle as to how much we need to spend on raffle baskets and what age group we have this year.

Lucille will give the State Port Pilot reporter, Michael Paul, information regarding our Christmas activities so he can get it in The Coast magazine.

Karen is in charge of the crafts and will be going to Hobby Lobby to purchase what supplies she will need for the crafts. Mary will take care of the Christmas music.

d. Welcome Banner

Jenny has designed a welcome banner and a two-sided outdoor waterproof banner with grommets will cost \$124.14. Shipping cost - \$16.67 and tax. The committee will check with the city to get approval to put the sign up and check to see how often the sign is used by others to make sure it will warrant us doing it.

VII. NEW BUSINESS

- a. None

VIII. ANNOUNCEMENTS

Everyone is excited for our member, Jenny, who is opening a Kite Shop.

IX. NEXT MEETING AGENDA ITEMS

- a. Recap of Candidates Forum
- b. Recap of Fall Festival
- c. Finalize Christmas Plans
- d. Welcome Banner

X. ADJOURNMENT

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

VOTE: 5 – 0

The meeting adjourned at 6:40 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member