



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee
Meeting Minutes
January 10, 2024
5:30 PM
City Hall

ATTENDANCE: Brenda Hogan (Chair), Lucille Launderville, Mary Pongonis, Karen Hartigan, Joan Kinney, Clark Sizemore, Teagan Hall, Commissioner Liaison

ABSENT: Jenny Sorber (Excused)

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

VOTE: 5 – 0

III. APPROVAL OF MINUTES

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

VOTE: 5 – 0

IV. PUBLIC COMMENTS

None

V. BUDGET REPORT

Lucille reported the present balance in our Special Account is \$4,590.24 per city Finance Officer. Brenda let the committee know that the Board of Commissioners will give us additional money in our budget if we need it for a PA

System. David showed Brenda the system used at his church. Mary reported she checked on the identical system used at the Community Center which was less than \$300 and is waterproof. Lucille made a motion that Mary order a sound system with a limit of \$200 which would come out of our special account. Karen seconded the motion.

VOTE: 5 – 0

Lucille reported \$363.25 was spent for our Christmas activity. We were budgeted \$700 to spend for Christmas which leaves \$336.75 to spend on Christmas needs. We need 2 (two) packs (50 to a pack) of replacement bulbs and 1 (one) 100' strand of lights at a cost of \$309.76.

Lucille moved that the committee allow her to order 2 (two) packs of replacement bulbs and 1 (one) 100' strand of lights. The motion was seconded by Mary.

VOTE: 5 – 0

Brenda will get in touch with the Fire Department to set a date for taking down the Christmas tree lights.

Lucille reported we still have \$78.70 left from the golf tournament. Karen moved that Lucille use this money for printer paper and ink. The motion was seconded by Brenda.

VOTE: 5-0

VI. OLD BUSINESS

a. Recap Christmas

All agreed the event was a big success in spite of the bad weather. Because of the weather there was not as large a turnout and we had leftover cookies and hot chocolate mix.

b. Update of Welcome Banner

Jenny sent Brenda information on the banner. It will cost \$116.53 for a heavy duty vinyl banner, double-sided with grommets.

Lucille moved to ask Jenny to order the banner with the money coming out of our special fund. Karen seconded the motion

VOTE: 5 – 0

c. Update on Trailer Emblem and Maintenance

The original trailer emblem was purchased from Brand All. Mary will contact Brand All for information about getting another emblem made. Only one is necessary at this time. The city maintenance department washed the trailer and checked it over for us.

d. Calendar Dates for Events in 2024

Eggstravaganza	March 23, 2024
Mayor's Cup Golf Tournament	August 10, 2024 (Tentative)
Fall Festival	October 26, 2024
Christmas	December 6, 2024

Lucille suggested we expand the activities at the Eggstravaganza with such things as a music (a band), food, bouncies, etc. Last year's Eggstravaganza was from 10AM – 1PM with the committee getting everything set up at starting at 9AM.

e. Clean Out Trailer

When the weather is warm enough the committee will decide by email what date will work for cleaning out the trailer.

f. Founders Day

Brenda let the committee know that she has been in contact with Sara Goodwin and let her know we will be happy to help with this event

VII. New Business

Karen will take care of having the city Christmas Tree trimmed.

VIII. Announcements

None

IX. Next Meeting Agenda Items

- a. Eggstravaganza
- b. Trailer Emblem and PA System
- c. Welcome Banner Update

d. Status of Trailer Cleanup

X. Adjournment

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

VOTE: 5 – 0

The meeting adjourned at 6:05PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member