



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee
Meeting Minutes
February 14, 2024
5:30 PM
City Hall

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

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

VOTE: 5 – 0

III. APPROVAL OF MINUTES

Mary moved to approve the minutes of the January 10, 2024 meeting. The motion was seconded by Brenda.

VOTE: 5 – 0

IV. PUBLIC COMMENTS

None

V. BUDGET REPORT

Lucille reported she could not give a completed report as she has just gotten the bill for the lights and request for payment of banner has just been submitted.

Before reporting a balance she wants to confirm the balance with the city Finance Officer.

VI. OLD BUSINESS

a. Eggstravaganza

Brenda reported she has the flyers and will get them out on Friday. Everyone is to meet at 9:00 AM for the event. Mary has the sound system and will get it to us as she will not be at the event. She also has the signs. Brenda said she was unable to get the goats for this event but has booked them for the fall. Brenda asked what the committee thought about having an ice cream truck at the event. Teagan explained to the committee that Kona Ice will donate a percent of their proceeds to committee. Lucille raised the question as to whether Kona Ice will need a permit to sell at the event and Teagan checked and reported that Kona Ice has a 12 month permit with the city to sell at city events. Brenda will see if they are available and ask them to be there from 10AM – 12:30PM.

The committee discussed having extra gifts to give out with a raffle ticket in the eggs for these gifts. Lucille moved we spend up to \$200 on extra gifts and Mary seconded the motion.

VOTE: 5 - 0

Shopping for the extra gifts will be on Saturday, February 24th with everyone meeting at City Hall at 10AM.

Mary will take care of the chair and blanket for the Easter Bunny. We will need tablecloths for the tables. Becky Farrar said she could do the facepainting if we cannot find someone else to do it. Joan will check with Maddie Gedman to see if she can do it.

b. Trailer Emblem and PA System

The PA System has been purchased for \$191.04 and received. Mary met with Mike Howard from Brandall and he took measurements of the emblem. The letters are fine and do not need to be replaced. The estimated cost for the emblem is \$180.00 - \$200.00 plus \$25.00 - \$30.00 to install and remove the old emblem. Lucille moved Mary proceed as long as the cost does not exceed \$300. The motion was seconded by Clark.

VOTE: 5 – 0

c. Welcome Banner Update

Jenny ordered the banner on February 8th at a cost of \$143.43 with delivery scheduled for around February 23rd.

d. Status of Trailer Cleanup

Saturday, March 2, 2024 with alternate date March 9, 2024 was set at 10:00AM for trailer cleanup.

VII. NEW BUSINESS

None

VIII. ANNOUNCEMENTS

Teagan let the committee know that the South Brunswick Senior High School Graduation parade will be May 13, 2024 at 6:00PM.

Brenda reported she had been asked by Chief Theresa Tickle, BSL Fire/Rescue, and Honey Martin, New Creations Church to give them information regarding when our events will be this year. Mary will make a schedule to post. Committee decided they would like to ask the BSL Fire/Rescue to prepare the food for our Fall Festival this year as long as they can also provide us with a scene for our haunted trail.

Brenda let the committee know that there is a key to our trailer at City Hall. She also reported that Karen has taken care of having our city Christmas Tree trimmed which will happen tomorrow, Feb 15th.

Teagan told the committee there will be a budget meeting in April and reminded us prices have gone up so ask for more than the previous budget to cover expenses.

IX. NEXT MEETING AGENDA ITEMS

- a. Eggstravaganza
- b. Update on Trailer Cleanup
- c. South Brunswick High School – Banner, Decorations and Parade
- d. Founders Day

X. Adjournment

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

VOTE: 5 – 0

The meeting adjourned at 6:20PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member