



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

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

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

I. CALL TO ORDER

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

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 October 11, 2023 meeting. The motion was seconded by Brenda.

VOTE: 5 – 0

IV. PUBLIC COMMENTS

None

V. BUDGET REPORT

Lucille reported the present expenses in the Fall Festival line item are \$1,203.54 with more expenses to be added. In the Christmas line item \$29.52 has been spent on hot chocolate and \$78.70 is still available from the Golf Tournament.

VI. OLD BUSINESS

a. Recap of Candidates Forum

Brenda let the committee know that she had received one complaint that facebook live of the event could not be found. Jenny verified that it was definitely on facebook and would be for 30 days. All agreed we would continue to put this event on in the future and will include it as an additional event.

b. Recap of Fall Festival

Brenda said the seniors who volunteered to help will join us again next year. Joan suggested having a chair, water and a food coupon for each volunteer. David reported that the New Creations Worship Center made about \$650 selling hot dogs.

There was a problem with hearing using the bull horn so, after discussion, the subject of a PA system was brought up. David gave suggestions as to what we might need and he will work on getting us quotes for a sound system which we will discuss at our next meeting.

Because of many concerns being heard regarding the hours of the event being too long, Karen made a motion to change the hours to 5:30 PM to 8:00 PM. The motion was seconded by Mary.

VOTE: 4 – 1

We need to work on the scenes way in advance and follow-up a week before the event to make sure the scenes will be there. We need to talk to Sara at the Community Center to get her opinion as to whether the Community Center should be open during the event. It was brought to the attention of the Committee that there is a porta potty in the area of the event.

The Committee was very pleased having the animals as part of the event and plan on continuing to have them.

c. Finalize Christmas Plans

We will need to purchase extension cords which Mary will order. We will need three (3) 25 ft cords with one having a three (3) prong plug.

Joan will request 8 key club members to help us with the event.

We will all meet at Karen's house (801 S Shore Dr) at 1:00 PM on Monday, November 13th to paint as part of preparation for our craft. Becky Farrar will do face painting, and hot chocolate has been purchased.

Mary will be in charge of the music and Lucille will invite present and incoming Board of Commissioners.

We will take care of the raffle for the age group 0-3 and 4-6 with a budget of \$50.00 per basket. A total of \$200 will be spent on the baskets.

The Fire Department will take care of the raffle for the age groups 7-9 and 10 and above.-

Special Events Committee will put up the lights on the tree with the assistance of the Fire Department on Sunday, November 26th at 1:00 PM and there will be ornaments the night of the lighting for children to put on the bottom of the tree. The tree lighting will be at 5:30 PM on December 1st followed by activities at the Fire Department at 6:00 PM.

Joan will purchase marshmallows, cookies and tablecloths.

Brenda and Karen will check in the trailer to make sure we have cups, stirrers and gloves for serving.

Jenny will have a flyer ready by Monday, November 13th.

d. Welcome Banner

At the November Board of Commissioners meeting all of the Board along with the City Manager expressed approval of having the welcome banner. Karen made a motion to purchase the welcome banner. Mary seconded the motion.

VOTE: 5 – 0

Jenny will send us all what she will be ordering and then she will order the banner.

VII. NEW BUSINESS

Maintenance of the Special Events Committee trailer was discussed and Mary made a motion that we put in a work order to the Public Works Department for

a general maintenance trailer service be performed. The motion was seconded by Brenda.

VOTE: 5 – 0

Joan will take care of putting in the work order.

There was discussion regarding the condition of the emblem on the trailer and Lucille made a motion for Mary to look into replacing the emblem. The motion was seconded by Brenda.

VOTE: 5 – 0

VIII. ANNOUNCEMENTS

None

IX. NEXT MEETING AGENDA ITEMS

- a. Recap Christmas
- b. Update on Welcome Banner
- c. Update on Trailer Emblem and Maintenance
- d. Calendar Dates for 2024
- e. Clean Out Trailer
- f. Founders Day

X. ADJOURNMENT

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

VOTE: 5 – 0

The meeting adjourned at 6:55 PM.

Respectfully submitted,

Joan Kinney
Special Events Committee Member