



Special Events Committee
Meeting Minutes
September 9, 2026
5:30PM
City Hall

ATTENDANCE: Brenda Hogan (Chair), Lucille Launderville, Clark Sizemore, Cathy Spence, Sonja Schneider, Teresa Shuping (Volunteer)

ABSENT: Joan Kinney & Veronica Foley (Volunteer) - Excused

I. CALL TO ORDER

Brenda called the meeting to order at 5:30PM

II. APPROVAL OF AGENDA

Lucille made a motion to approve the agenda. The motion was seconded by Brenda

VOTE: 5 - 0

III. APPROVAL OF MINUTES

Lucille made a motion to approve the minutes of August 12, 2026 meeting. The motion was seconded by Brenda.

VOTE: 5 - 0

IV. PUBLIC COMMENTS

None

V. BUDGET REPORT

Lucille reported the Mayors Cup bottom line still to be determined, currently showing a profit of 2316.15. We have approximately 4900.00 currently and with the addition of Mayors Cup, we should have a total balance a little of 6000.00.

Lucille mentioned that we should use the town credit card for purchases as it saves use money due to the exemption.

VI. OLD BUSINESS:

a. Halloween Festival

Joan reported that the candy & bags totaled \$192.12. She and Veronica have most of the bags filled and won't require a meeting. Joan also reported the the Church is willing to help with the event & set up of lights. The High School kids are willing to help with the event and set up as well. The Fire Department will also help with lights It was suggested that the children and event team dress up. We have our fortune teller - Lucille :) Halloween Scenes we have doubled the amount of participants and the group is very excited this year. We have a face painter back again this year. Costume contest will have 5 categories this year 0-2, 3-5, 6-10, 11-15 & Adults. We will have 2 winners from each category, 1 male & 1 female, for a total of 10 prizes.

VII. NEW BUSINESS

- a. Christmas tree lighting & event December 4th @ 5:30. Change of venue from Fire Department to the Joan Kinney Senior Center & Library. There will be a visit with Santa, Book Reading, Crafts, Face Painting, hot cocoa. We are looking for a Santa & Mrs Clause, maybe Tony & Theresa. We are waiting on confirmation that Angela will do the face painting again this year, Teagan has already got in touch with her. Sonja will to crafts to include any crafts left over and purchase ornaments to work with. Teagan will check with the Bolivia School PTA for additional crafts to add to the craft table and if they will help with the kids. Teagan will also distribute flyers to every class room. Budget for this event is 1000.00 down from last years 1500.00. Lucille will see if their is another event we can get additional funds from. Committee members to arrive at the Joan Kinney Senior Center & Library 4:30PM.

VIII. ANNOUNCEMENTS

Someone asked if they could have a sales booth. Brenda indicated that this event doesn't have booths.

IX. NEXT MEETING AGENDA ITEMS

- a. Halloween Fall Festival
b. Christmas Tree Lighting & Celebration

X. ADJOURNMENT

A motion was made by Lucille Launderville with a second by Brenda Hogan to adjourn the meeting.

VOTE 5 - 0

The meeting was adjourned at 6:45pm

Respectfully submitted,
Cathy Spence
Special Events Committee Member