



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee
Meeting Minutes
August 12, 2026
5:30 PM
City Hall

ATTENDANCE: Brenda Hogan (Chair), Lucille Launderville, Joan Kinney, Clark Sizemore Cathy Spence, Sonja Schneider, Veronica Foley (Volunteer), Theresa Shuping (Volunteer)

ABSENT: Teagan Hall, Commissioner Liaison - Excused

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

VOTE: 5 – 0

III. APPROVAL OF MINUTES

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

VOTE: 5 – 0

IV. PUBLIC COMMENTS

None

V. BUDGET REPORT

Lucille reported we had 8 gold sponsors, 9 silver sponsors and a \$200.00 donation for our golf tournament. Our sponsor income totaled \$2,220 plus \$640.00 for 50/50 which totaled \$2,860.00. Expenses for the tournament were \$543.85 leaving a total income for the tournament to be \$2,316.15.

VI. OLD BUSINESS

a. Mayor's Cup Golf Tournament

Brenda suggested changing the date of the tournament to either May or October because of the extreme heat in the month of August. After

discussion it was agreed to make this decision at a later date. Brenda said we need more 50/50 tickets. Brenda also let the committee know that the trailer needs to be cleaned out. Veronica suggested we take inventory of what is in the trailer on a spreadsheet so we know what is in the trailer. Then we can add and delete on the spreadsheet and always know what we have. Brenda suggested we take pictures of the groups as they reach a certain hole so we have them for thank you notes. Joan suggested we also get pictures of the signs to include in the thank you notes so they can see what they look like since they are paying for an advertisement. For picture purposes both sides of the sign could be used with a different sponsor on each side.

Lucille said she felt all went well and there were no complaints. All agreed.

b. Halloween Fall Festival

Set-up for the Festival will be at 10AM with a return time of 4:00PM

Sonja has made the flyers advertising the festival and recruiting for scenes for the haunted trail. They will be posted at local businesses. Brenda told the committee that there are presently approximately 8 scenes, the BSL Fire/Rescue will be cooking, David Mammay will be in charge of the music for the candy walk along with help with the announcements. Areas for the scenes need to be marked off and numbered so those putting scenes together know what area they have. The gate needs to be opened for those in the scenes to enter and set up. We will need 2 people to control how many enter the trail at a time so there is not an influx of people entering all at once. It was suggested that 15-20 enter at a time but not to make it too slow for those waiting. We need to check to make sure we have enough caution tape.

The following duties for committee members was so decided by the committee:

Clark – Solar lights (2 weeks before festival check lights to see if more need to be purchased. Monitor candy distribution. Purchase hay and pumpkins. Purchase ice for cooler used for water for volunteers.

Lucille – Fortune Teller, Prizes for best costume (age groups to be determined at a later date)

Joan – Order 3000 pieces of candy and 200 treat bags. Follow-up with Angela Gauldin, the face painter

Brenda – Contact Public Works to clean up area and make sure there are no ant beds and move our trailer before the event. Contact police to bring over the lights.

Sonja – Finalize flyers, Sandwich Board with time of Costume Contest – 6:30 PM

Sonja & Theresa – Event signs to advertise event

Discussion followed regarding the prize or prizes for the best scene. A decision will be made at a future meeting whether there will be one prize for

\$300 or a first prize for \$200 and second prize for \$100 or any other scenario the committee will come up with. Our decision will be determined depending on the budget since our income for this event has been reduced by \$1,000.00.

It was decided that we reduce the amount of hot dogs and hamburgers based on last year's sales. We will purchase 80 hot dogs, 40 hamburgers, condiments, paper towels, foil sheets, chips and water.

Lynn will open the community center at 4PM and close it at 8PM.

Volunteers – Judy Franke and Carol Jacobs will be helping again this year and Joan has contacted South Brunswick High School ROTC for help with volunteers and will keep the committee posted.

Lucille had suggested at last year's recap of the festival that we might have rescue dogs since we are unable to get in touch with the goat lady. There was discussion but no decision was made.

VII. NEW BUSINESS

Brenda let the committee know that the BSL Fire/Rescue will probably not be using the new fire station for our Christmas activities and plan to use the old department building. They definitely will not have the fire trucks as part of our celebration. After discussion the committee liked the idea of having the Christmas tree lighting on December 4th followed by hot chocolate, Santa, and crafts at the new library building.

VIII. ANNOUNCEMENTS

Brenda announced that Theresa needs Special Events Committee shirts and a name tag. Discussion followed regarding having our own logo which will be discussed the first of next year. Sonja and Theresa are looking into making our shirts and will keep us updated. This should save the committee money.

IX. NEXT MEETING AGENDA ITEMS

- a. Halloween Fall Festival
- b. City Christmas Tree Lighting
- c. Christmas Celebration

X. ADJOURNMENT

A motion was made by Joan with a second by Clark to adjourn the meeting.

VOTE: 5 -0

The meeting adjourned at 7:00 PM

Respectfully submitted,
Joan Kinney
Special Events Committee Member