



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

April 10, 2025 – 7pm

Attendees: Sue Madison, Olivia Rudolph, Rose Shetzley, Diana Macklin, Martha Pittman, Claudia Whitaker, Courtney Harton, Amy Carrickhoff, Ben Walraven and Patti Dmuchowski

1. Meeting Called to Order at 7:03 pm - Patti Dmuchowski
2. Approved Agenda with a motion from Amy Carrickhoff, 2nd by Martha Pittman and motion carried.
3. Approved Minutes of March 13, 2025, with a motion from Ben Walraven, 2nd by Courtney Harton and motion carried.
4. Veterans Honor Green:
 - a. Phase 2 status. Town Council approved the bid from Parker Construction Co. Work to begin in May and completed in June, weather permitting. The Town Council approved the negotiated low bid figure of \$66,200, plus an additional 6.5% contingency for unexpected changes. The project will be funded by \$20,180 in funds raised by Special Events, plus additional funding from the Town's capital improvement budget (\$50,000 budgeted for this project).
 - b. The current total donated for Phase 2 is over \$23,00, although this total has not been reconciled with Sandra Smith. Hopefully we can use the remainder for future projects. (Consider a "Future VHG Projects Restricted Fund?")
 - c. 3rd Order of Pavers – Patti Dmuchowski submitted to Polar Engraving. It should be completed in 4 to 6 weeks and installed in conjunction with the boardwalk project.
 - d. Educational Interpretive Panels – Committee discussion
 - Sub-Committee needs to be formed and include a representative from Oak Ridge Elementary School.
 - Patti Dmuchowski read the summary document on the Interpretive Panels.
 - Ann Schneider to receive cost estimates for the panels with Carolina Sign Smith (Pat O'Neil)
 - Sub-Committee needs to confirm the total price for the Interpretive Panels project.
 - Patti Dmuchowski to review the project with Bill Bruce and Town Council members.

5. Special Events Calendar for 2025:

- a. Memorial Day Ceremony – Monday, May 26, 2025 – Review Checklist
 - a. Social Media blurb – Sue Madison to create.
 - b. Flyer created – Diana Macklin to distribute.
 - c. Ann Schneider to check on speaker.
 - d. Mike Matzinger to provide scouts that will participate in the ceremony.
 - e. Patti Dmuchowski to provide details for the program.
- b. Kids Bike Parade – Friday, July 4, 2025
 - a. Check with Caroline Ruch on sound system status.
- c. 911 – Thursday, Sept 11, 2025. Display up Sunday, Sept 7, 2025, thru Sept 13, 2025
- d. Heritage Day – September 27, 2025 – decide on contest & Judges. Claudia Whittaker
- e. Veterans Day – Tuesday, Nov 11, 2025, at 10am – VHG & Speaker needed
- f. LUN – Saturday, December 6, 2025

6. Ad Schedule – Sue Madison

- a. Newly created QR Square to be included on all media distributed.
- b. Next Connection Edition is June 1. We will submit an ad for the July 4th Kids Parade.
- c. Sue Madison to create an ad.

6. LUN

- a. Review Checklist
- b. Discussion on large decorations on the front lawn. Diana Macklin, Amy Carrickhoff and Ann Schneider continue to work with the vendor on creating a sleigh and reindeer. Sue Madison noted that A1 now provides many images that could be used. She has volunteered to help.
- c. Martha Pittman checked with Summit Church on how they do the movies in the park. The cost is prohibitive for the committee. But she advised that Summit is going to bring their snowball machine which was a big hit the last time they brought it.

7. Thank you to Olivia Rudolph as Scouts Liaison. Her replacement will attend the next meeting.

8. Budgets

2025/2026 – budget sent to Bill Bruce for review and approval.

9. Trees by the VHG. Claudia Whitaker noted that the newly planted trees need to be watered. Brent Carrickhoff will follow up on. Also noted that additional grass seeds may need to be planted.

10. Meeting Adjourned at 8:05 with a motion from Amy Carrickhoff, 2nd by Claudia Whitaker and motion approved.

11. Next meeting on Thursday, May 8, 2026 at 7pm.

Respectfully submitted by:

Patti Dmuchowski, Chair