



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes – Hybrid Meeting**  
**May 8, 2025 – 7pm**

Attendees: Barb Engel, Ann Schneider, Sue Madison, Olivia Rudolph, Claudia Whitaker, Amy Carrickhoff, Hasini Karthik, Brandy Newcomb and Patti Dmuchowski

1. Meeting Called to Order at 7:10 pm - Patti Dmuchowski
2. Approved Agenda with a motion from Barb Engel, 2<sup>nd</sup> by Sue Madison and motion carried.
3. Approved Minutes of April 10, 2025, with a motion from Amy Carrickhoff, 2<sup>nd</sup> by Sue Madison and motion carried.
4. Veterans Honor Green:
  - a. Phase 2 status. Construction is scheduled to begin on Monday, May 12, 2025, according to Bill Bruce.
  - b. The current total donated for Phase 2 is over \$23,00, although this total has not been reconciled with Sandra Smith and Patti Dmuchowski. Do we need to designate a reserve for 2025/2026 donations?
  - c. 3rd Order of Pavers – Waiting on delivery from Polar Engraving at the end of June.
  - d. Educational Interpretive Panels
    - o Ann Schneider to receive cost estimates for the panels with Carolina Sign Smith (Pat O'Neil)
    - o Patti Dmuchowski to include final dollar estimates in the document.
    - o 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 & flyer – Sue Madison
    - b. Flyers Distributed – Patti Dmuchowski
    - c. Speaker Confirmed – Rep Virginia Foxx – Ann Schneider
    - d. 250<sup>th</sup> Anniversary of Army & Marines
    - e. Program Created – Patti Dmuchowski
      - i. Mike Matzinger to provide scouts that will participate in the ceremony. – Hasini Karthik

- b. **Kids Bike Parade** – Friday, July 4, 2025
  - a. Park sound system status – Caroline Ruch
  - b. Create Ad – Sue Madison
- c. **911** – Thursday, Sept 11, 2025. Display up Sunday, Sept 7, 2025, through Sept 13, 2025
  - a. Permanent Plaque – Patti Dmuchowski
- d. **Heritage Day** – September 27, 2025 – decide on contest & judges. Claudia Whittaker
- e. **Veterans Day** – Tuesday, Nov 11, 2025, at 10am – VHG
  - a. Speaker Christian Castelli
- f. **LUN** – Saturday, December 6, 2025

6. Ad Schedule – Sue Madison

- a. Newly created QR Square to be included in all media distributed.
- b. Next Connection Edition is June 1.  
We will submit an ad for the July 4<sup>th</sup> Kids Parade.

7. LUN

- a. Review Checklist
  - a. Vendors – Flyer needed for vendors – Sue Madison
  - b. Confirm Scouts will help load & unload – Hasini Karthik
  - c. Santa – Confirmed & new amount in budget – Patti Dmuchowski
  - d. OR Destination Arts – Barb Engel
  - e. ORES Choir waiting on reply, Christy Royal – Patti Dmuchowski
  - f. OR Baptist Church confirmed, Jim Crier – Patti Dmuchowski
  - g. ORES Jumpers waiting on reply, Nicola Phillips – Patti Dmuchowski
  - h. Grinch – Kyle Anders confirmed – Patti Dmuchowski
    - i. Need new route to avoid parking lot concerns.
  - i. OR Presbyterian Church Choir – Patti Dmuchowski
  - j. Summitt Church – Hot Cocco and activities confirmed – Martha Pittman
  - k. Confident Kids – Timari Schweizer, waiting on reply – Patti Dmuchowski
  - l. Sponsorship – Patti Dmuchowski
  - m. Lowes cookies & water confirmed – Caroline Ruch
  - n. Schedule for luminary installation & take down – Use Weekends this year – Amy Carrickhoff and Diana Macklin
    - i. Luminaries up to the Farmhouse. Amy Carrickhoff and Diana Macklin will review using our extra luminaries.
- 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 numerous images that could be used. She has volunteered to help. Budget deadline June 30, 2025.

- c. Dog fashion show, possible use of Canine Capers contacts – Ann Schneider
- d. Kids Characters – Patti Dmuchowski
- e. Music throughout the park – Caroline Ruch
- f. Decorating the Farmhouse – Courtenay Harton

8. Recognition of Olivia Rudolph and her 2 years' service as the Special Events Liaison with the Scouts. Introduction of Hashini Karthik as our new Scouts Liaison.

9. Special Events Budget

Town Council is scheduled to approve the new 2025/2026 town budget at the June meeting.

10. Trees by the VHG. Brock Dunigan has watered the trees and grass seed has been put down.

11. Welcome to Brandy Newcomb who is considering joining the committee.

12. Open House for Special Events Committee Interest at the Farmhouse. Need date.

13. Meeting Adjourned at 7:45 with a motion from Barb Engel, 2<sup>nd</sup> by Sue Madison and motion approved.

14. Next meeting on Thursday, June 12, 2025, at 7pm.

Respectfully submitted by:

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Patti Dmuchowski, Chair