



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting - In Person**  
**June 12, 2025 - 7pm**

**Attendees: Barb Engel, Hasini Karthik, Rose Shetzley, Diana Macklin, Ann Schneider and Brent Carrickhoff**

1. Call Meeting to Order at 7:02 – Diana Macklin
2. Approve Agenda – Motion by Barb Engel, 2<sup>nd</sup> by Rose Shetzley and motion accepted.
3. Approve Minutes of May 8, 2025 – Motion by Ann Schneider, 2<sup>nd</sup> by Rose Shetzley, and motion accepted.
4. Veterans Honor Green - Status Update:
  - a. Phase 2 construction status – Has started
  - b. 3rd Order of Pavers – Delivered & stored in Scoggins Garage
    - o May be installed by Parks & Rec Group – Patti Dmucowski
  - c. The current total donations – Reconcile with Sandra Smith.
  - d. Interpretive panels – Pending discussion with Town Council members – Patti Dmuchowski & Ann Schneider
5. Special Events Calendar for 2025:
  - a. Memorial Day Ceremony – Monday, May 26, 2025 - Completed
  - b. Kids Bike Parade – Friday, July 4, 2025
    - a. Decorations inventory needs to be replenished – Diana Macklin
    - b. Hasini Karthik confirmed that Scouts will participate
      - i. Checking if Ashley Le Compt will sing the National Anthem
      - ii. Presentation of Colors
      - iii. Lead the Parade
      - iv. Help at the decorations tables
    - c. To the Moon & Back Frozen Treats will participate – Patti Dmuchowski
    - d. Lowes Foods will participate with cookies & water – Caroline Ruch
    - e. Southern Foods will provide 400 hot dogs/buns – Patti Dmuchowski
      - i. P& R Trailer approval gotten – Barb Engel
        1. Need to decide where to place due to limited plug options – Brent Carrickhoff
      - ii. Decided on chips & hot dog costs for folks at \$2.00 – Committee
        1. Volunteers to cook/sell/clean

2. Volunteers to help kids
  3. Cash Box and Square needed – Barb Engel & Diana Macklin and Patti Dmuchowski
  - iii. Ketchup/Mustard/Relish have been purchased – Patti Dmuchowski
  - iv. Need to purchase aluminum rappers and Napkins – Patti Dmuchowski
  - f. Confident Kids Dentistry will have bike raffle – Patti Dmuchowski
  - g.
  - h. Music needs to be borrowed from Parks & Rec – Caroline Ruch
  - i. Ad in “Connect 2” looks great – Sue Madison
  - j. Scouts to participate Mike M – Patti Dmuchowski
  - k. Develop Time Schedule (10-12) – Committee
  - l. Determine bike route – Committee
  - m. Develop Ad, Social Media Blurb and Flyers – Sue Madison & Ann Schneider
  - n. Banner needs no changes – Brent
  - o. It was suggested to have a have a brief meeting on June 30 at 10am to discuss last-minute items.
- c. 911 – Thursday, Sept 11, 2025. Display up Sunday, Sept 7, 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 – Speaker Christian Castelli
  - f. LUN – Saturday, December 6, 2025
6. LUN Checklist – Full Details to be discussed at July 10<sup>th</sup> meeting.
- Status of Lawn Decorations – Ann Schneider, Amy Carrickhoff & Sue Madison
7. Budgets
- 2025/2026 – Town budget 2025/2026 was approved at the June 2025 Town Council Meeting.
8. Additional Business -
- Open House for Special Event Committee Interest – Farmhouse – Date ?
9. Meeting Adjourned at 8:10 with a motion by Barb Engel, 2<sup>nd</sup> by Brent Carrickhoff and motion approved.
10. July meeting on Thursday, June 10, 2025 at 7pm at the Farmhouse?