



OAK RIDGE SPECIAL EVENTS COMMITTEE Meeting Agenda - In Person September 11, 2025 - 7pm

Attendees: Caroline Ruch, Brandy Newcomb, Amy Carrickhoff, Brent Carrickhoff, Sue Madison, Rose Shetzley, Barb Engel, Claudia Whitaker, Ann Schneider, Martha Pittman and Patti Dmuchowski

1. Meeting Called to Order at 7:00 pm – Patti Dmuchowski
2. Approve Agenda – Motion made by Amy Carrickhoff, 2nd by Sue Madison and motion carried.
3. Approve Minutes of August 14, 2025 – Motion made by Barb Engel, 2nd by Claudia Whitaker and motion carried.

Correction noted - change next meeting from October to September

4. Veterans Honor Green - Status Update:

- a. Phase 2 construction on boardwalk is complete. Amazing job by Shannon Parker. Remember to invite Shannon Parker & Mark Reeves to Grand Opening.
- b. 4th Order of Pavers – Need 20, currently have 11. Need to publicize. Patti Dmuchowski will ask Genevieve Geib to send out a social media blurb.
- c. Sandra Smith is working on final reconciliation of donations.
- d. Need volunteers for final reconciliation of pavers – Patti Dmuchowski
- e. No more donations to VHG. Will continue to collect for pavers.
- f. Change wording on the donation phrase on the letters is complete – Patti Dmuchowski
- g. Interpretive panels – Phase 3 - Patti Dmuchowski & Ann Schneider
 - o Cost estimate is \$7500
 - o Pending discussion with Town Council members
 - o Develop project plan
 - o ORES History Curriculum obtained – Patti Dmuchowski

5. Special Events Calendar for 2025:

- a. Memorial Day Ceremony – Monday, May 26, 2025 - Completed
- b. Kids Bike Parade – Friday, July 4, 2025 – Completed
- c. 911 Ceremony – Thursday, September 11, 2025 – Completed
 - a. Great community turn out and participation from the ORFD.
 - i. Wonderful music from Jim Creider from ORBC.
 - ii. Great participation from ORMA on the presentation of colors.

- b. Note that next year, 2026 will be 25 years since 911. Need to expand ceremony.
- c. Road Sign needs to be created for next year – Patti Dmuchowski
- d. Possible to organize a fly-over? – Patti Dmuchowski/Brent Carrickhoff
- e. Work on a permanent plaque & piece from Twin Towers – Patti Dmuchowski
 - i. Obtain costs.
 - ii. Present to P&R for approval.
- d. Heritage Day – September 27, 2025 - Claudia Whitaker & Rose Shetzley
 - a. Ad completed – Sue Madison
 - b. Judges, rules, entry forms and judging forms completed.
 - i. Times were changed for entry, judging and winners announcement
 - ii. Judges are Elaine Papp and Lynn Black
 - c. Supplies – Rose Shetzley
 - d. VHG Paver forms & Special Events Handout – Sue Madison
 - e. Schedule of who can work during the event
 - i. Rose Shetzley, Brandy Newcomb, Makayla & Ann Schneider – Barb Engel will stop by when able.
 - f. Sandwich Board, Mums, Hay Bundles, Bakers Rack – Patti Dmuchowski
 - i. Need Genevieve to printout large sign & small ones.
 - ii. Borrow easels for table – Get from Town Hall – Rose Shetzley
 - g. Any donations will be for the Special Events Committee.
 - h. Leftovers can be brought to the ORFD.
- e. Veterans Day – Tuesday, Nov 11, 2025, at 10am
 - a. Grand Opening for Boardwalk – Patti Dmuchowski
 - i. Red Ribbon, Scissors & stantions – Caroline Ruch
 - ii. Organize speakers – Patti Dmuchowski
 - b. Scouts – Hashini Karthik
 - c. Speaker Christian Castelli
 - d. Music – ORBC – Patti Dmuhowski
 - e. Social media blurb. Note we missed Connect2 Ad– Sue Madison
- f. LUN – Saturday, December 6, 2025

6. LUN

- a. Large Santa & Reindeers Mockup was shared – Ann Schneider
 - i. Need to get spotlights and have P&R install
- b. Order Additional Supplies – Amy Carrickhoff & Diana Macklin
- c. Snowflakes on Auction. We missed ordering – Sandra Smith
- d. Social Media Blast for Volunteers – Nov 29 & 30th
- e. Music for the month of December. Caroline Ruch will follow up with P&R
- f. Status of Vendors & Participants. Moving along. – Barb Engel
- g. Status of Summit Church participation. Discussion of scheduled time and activities – Martha Pittman

- h. Advise the new renters that SE will be taking the luminaries from the shed on November 29 in the morning.
- i. Hashini Karthik advised that the Scouts could put on an exhibition of the Robotics team. She will follow up.

7. Additional Business –

Celebration of America's 250 Year Anniversary – Concert at the Amphitheater with the Triad Band – Patti Dmuchowski

Kids readings at the Farmhouse. Follow up with Ashley Royal as there are other folks that would like to help organize. – Patti Dmuchowski

8. Motion to adjourn at 8:10 was made by Amy Carrickhoff and 2nd by Brent Carrickhoff, motion carried.

9. Next meeting on Thursday, October 9, 2025.

Respectfully submitted by

Patti Dmuchowski, Chair