



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes - In Person**  
**November 13, 2025 - 7pm**

Attendees: Hasini Karthik, Caroline Ruch, Rose Shetzley, Barb Engel, Sue Madison, Amy Carrickhoff, Brent Carrickhoff, Diana Macklin, Brent Carrickhoff, Patti Dmuchowski and Ann Schneider on phone.

1. Meeting Called to Order at 7:02 pm – Patti Dmuchowski
2. Agenda Approved – Motion made by Amy Carrickhoff, 2<sup>nd</sup> by Barb Engel and motion approved.
3. Minutes of October 9, 2025, were approved – Motion made by Caroline Ruch, 2<sup>nd</sup> by Diana Macklin and motion approved.
4. Veterans Honor Green - Status Update:
  - a. Grand Opening of the Boardwalk went well. Nice article by K'ville news.
  - b. 4th Order of Pavers – Need 20, currently have 12. Need to publicize. Genevieve Geib sent out a social media blurb and will do again in December.
  - c. Sandra Smith is working on final reconciliation of donations
  - d. Interpretive panels - Patti Dmuchowski & Ann Schneider TBD
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. Patti Dmuchowski obtained a piece of the North Twin Tower from D.L. Griffin. She will meet with the P&R Committee to get approval to have a plaque and memorial at the Flag Post in Oak Ridge Park for the 911 25<sup>th</sup> anniversary in 2026.
  - d. Heritage Day – September 27, 2025, Claudia Whittaker & Rose Shetzley
    - a. Do muffins again next year.
  - e. Veterans Day, Nov 11, 2025, at 10am – Completed
  - f. LUN – Saturday, Dec 6, 2025, from 2 pm to 7 pm
6. LUN – Review Project Plan (see attachment)
  - a. Large Santa & Reindeers are completed. Group will find out where to place them, electrical needs and purchase spotlights. – Ann Schneider

- b. Really large reindeers and sleigh from Lowe's now available. We will use the LUN sponsorship money to purchase.
- c. Snowflakes from auction. Significant work is needed to make them work. New bulbs and wiring has to be done. Amy Carrickhoff has finished one and Matt Schneider has volunteered to work on a second. Will coordinate with Amy Carrickhoff. Review costs and budget.
- d. Social Media Blast for Volunteers – Nov 29 & 30<sup>th</sup>. Amy Carrickhoff – Sign Up Genius. Will ask Genevieve to put something out on social media to get more volunteers. The notice has been sent out to the Womans Club, ORYA, Scouts, Garden Club, Lions, Kiwanis and shared with the OR Merchants.
- e. It was decided that putting up the posts for the 25 stars is too much work. We will try to attach them to the fence. Amy Carrickhoff and Diana Macklin will evaluate. Will check if we can get help from Parks & Rec to put up stars.
- f. Music – Day of event and the month of December. – Caroline Ruch
- g. Status of Vendors & Participants. Barb Engel indicates she has a good number of both food vendors and craft vendors.
- h. Tractor Hayride – Route will be around the sidewalk. Question on trimming the trees on the sidewalk along Lisa Dr. Request sent to John Browning, Tree Committee and Patti Dmuchowski will bring up at the Nov. 20 P&R meeting.
- i. Scouts' participation will again be needed to help the vendors load and unload. Scouts should be there around 11 am – Hashini Karthik
- j. Check with Sandra Smith if she can make badges – Patti Dmuchowski
- k. Schedule a follow-up meeting before LUN – Patti
- l. Check with Danny on a "switch" to light the tree. Caroline Ruch suggested getting a wire that has a switch that you can step on. Patti Dmuchowski to check with Danny Yanish on his thoughts.

6. Additional Business – Patti Dmuchowski

Kudos to Caroline Ruch and Ashley Royal on the Farmhouse Open House. Great turnout and Patti Dmuchowski had a table to solicit volunteers for the SE Committee and to help set-up the luminaries.

7. Next meeting is on Dec 11, 2025. Motion to adjourn – Patti Dmuchowski

Respectfully submitted by,

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Patti Dmuchowski, Chair