



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

1. Call Meeting to Order – Patti Dmuchowski
2. Approve Agenda
3. Approve Minutes of August 14, 2025  
Correct next meeting from October to September
4. Veterans Honor Green - Status Update:
  - a. Phase 2 construction on boardwalk is complete.
  - b. 4th Order of Pavers – Need 20, currently have 10. Need to publicize.
  - 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
  - f. Change wording on the donation phrase on the letters – Patti Dmuchowski
  - g. Interpretive panels – Phase 3 - Patti Dmuchowski & Ann Schneider
    - o Cost estimate \$7500
    - o Pending discussion with Town Council members
    - o Develop project plan
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. Road Sign needs to be created
  - d. Heritage Day – September 27, 2025 Claudia Whittaker & Rose Shetzley
    - a. Ad – Sue Madison
    - b. Judges, rules, entry forms and judging forms - Claudia Whittaker.
    - c. Supplies – Rose Shetzley
    - d. Schedule of who can work during the event
  - e. Veterans Day – Tuesday, Nov 11, 2025, at 10am – Speaker Christian Castelli
    - a. Ad – Sue Madison
  - f. LUN – Saturday, December 6, 2025
6. LUN  
Large Santa & Reindeers – Ann Schneider  
Order Additional Supplies – Amy Carrickhoff & Diana Macklin

Snowflakes on Auction – Sandra Smith  
Social Media Blast for Volunteers – Nov 29 & 30<sup>th</sup>  
Music for the month of December – Caroline Ruch  
Status of Vendors & Participants – Barb Engel

7. Additional Business –

Open House for SE Volunteers – Farmhouse – Sept 28 Brochure – Sue  
Madison & Patti Dmuchowski

Celebration of America's 250 Year Anniversary – Concert at the Farmhouse.

Kids readings at the Farmhouse -

8. Motion to adjourn – Patti Dmuchowski

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