



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Agenda

August 9, 2022 – 7pm

1. Meeting called to order
2. Approval of Agenda
3. Approval of Minutes from July 12, 2022
4. Current Veterans Totals – Patti Dmuchowski
 - a. Current totals
 - b. Update the Fundraising Gauge on the new web site– Sue Madison
 - c. Next quarterly cutoff will be September 30, 2022
5. Bricks Fundraising
 - a. Need to discuss with the town on the procedure to order and where the bricks will be stored once we start to order them in bulk. Patti Dmuchowski
6. Fundraising
 - a. Ann Schneider to contact Boom Supersonics
 - b. An email to potential sponsors for a presentation has been developed. Patti Dmuchowski has sent out emails to local businesses and will continue to send out to new contacts and follow-up on emails that have been sent out. Ann Schneider and Patti Dmuchowski
 - c. We need to focus on revitalizing the fundraising. Looking for suggestions.
7. Veterans Day Ceremony - November 11, 2022 – Patti Dmuchowski
 - a. Request to Annette Joyce for her husband's band to play. Waiting on response. Patti Dmuchowski
8. Veterans Site Review
 - a. Update on park schedule. Ann Schneider
9. Light Up the Night – December 3, 2022 - Ben Walraven
 - a. Date & Volunteers needed to put luminaries together – Suggested September timeframe and using social media to get volunteers.
 - b. New budget amount provided to Ben for ordering the additional luminaries down to the concession stand. Patti Dmuchowski
 - c. Signage – Detail and order
 - d. Where will we store the additional luminaries?

- e. Patti Dmuchowski will review the notes from December 2021 and develop a “project plan” of activities that need to be worked on.
 - f. Vendor, entertainment, and Food Trucks status – Barb Engel/Sue Madison and Diana Macklin
 - i. Craft vendors - 14
 - ii. Food Vendors - 0
 - iii. Music and Entertainment – still being worked on
 - iv. Grinch – We will have 2 tractors this year. Suggested we purchase a costume and get a person to ride on the wagon. Also, some music from the Grinch movie.
10. Ridgefest September 8 - 10, 2022. The suggestion was made to sell food on Thursday night. Usually there is no food available. Barb Engel and Sue Madison feel that we should be able to work the food trailer on Thursday. Randy Floss and Terry Lannon have been advised that we will need the food trailer setup. Sue Madison sent out a Genius online sign-up form.
11. Decorating the town entrances - Patti Dmuchowski got some samples for next year. Courtenay will look at what she has for Christmas and what help she may need to put them up.
12. Heritage Day – September 24, 2022. Special Events will have a booth at Heritage Day. The Heritage Day Committee has suggested that we have “old fashion” pound cake either baked or donated and sell the pieces to be paired up with an ice cream food truck that will be onsite. This could or could not eliminate the bake contest. A suggestion for using Angel Food cake was also noted. All profits going to the Veterans Fund. Decision needed on what we should do.
13. Oak Ridge’s 25th Anniversary in 2023. The group indicated another volunteer dinner be done as was done so successfully at the 20th celebration. We could look into another venue or use the OR Military Academy if allowed. It was also suggested to sell Christmas ornaments with the 25th logo on them with any profit going to the Veterans Fund. Further discussion needed and possible a social media survey from the community on what they would like to see done.
14. Additional items – none.

Next Meeting – Sept 9, 2022, Town Hall @7pm