



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Agenda

October 11, 2022 - 7pm

1. Meeting call to Order
2. Approval of Agenda
3. Approval of Minutes from September 13, 2022 – corrections noted
4. Current Veterans Totals – Patti Dmuchowski
 - a. Current totals - \$145,983.70 (includes matched \$ by Town)
 - b. Update the Fundraising Gauge on the web site– Sue Madison
 - c. Next quarterly cutoff will be December 31, 2022
5. Bricks Fundraising – Patti Dmuchowski
 - a. Need to discuss with the town (Sandra Smith) on the procedure to order.
 - b. Send out info to Polar Engraving to have 5 bricks/pavers done and use them for samples. Will not be done in time for Heritage Day. They charge \$50 extra for express delivery and a percentage if a credit card is used.
 - c. Need to decide on date when we should order the bricks and store them.
6. Fundraising
 - a. Patti Dmuchowski has sent out 15 follow-ups on emails that have been sent out. One response from the Old Mill to purchase a paver. Next step will be phone calls.
 - b. Patti Dmuchowski will be doing presentations to the NWGWC and the Lions Club in the next two weeks.
 - c. We need to focus on revitalizing the fundraising. Suggestions include running another ad in the NWO and a blitz on the social media platforms.
 - d. Nick Jamison will be having his 5K fundraiser next Saturday, Oct 15 at the park with all proceeds going to the Veterans fund.
7. Veterans Day Ceremony - November 11, 2022 – Patti Dmuchowski
 - a. Annette Joyce has responded that her husband's band will play.
 - b. Danny is available to sign the National Anthem.
 - c. Speakers this year will be Billy & Heather (MacLean) Smith, Amy's sister and brother-in-law. Both have stellar military service.

- d. Need to work on the attendance at the ceremony. Talk up at town social group meetings and social media.
 - e. Create a 6 X 6 banner (like LUN sign) that can be put in place across from Town Hall. Make it basic information so it can be used every year. Advise Terry Landon. – Sue Madison
 - f. Contact the Boy Scouts (Mike M) and the Cub Scouts to participate.
 - g. Ad in the NWO?
8. Veterans Site Review – Ann Schneider
- a. Town working on bid process – should complete in Dec 2022
 - b. Park construction should start the 1st Qtr 2023
 - c. Veteran Construction should start November 2023
9. Light Up the Night – Dec 3, 2022 - Ben Walraven & Barb Engel (52 days to go)
- a. Ben had volunteers put together the new luminaries. Thanks to all that helped.
 - b. Signage – Take an inventory on what we have and what else is needed.
 - c. We now have a total of 1,387 luminaries.
 - d. Patti Dmuchowski will review the notes from December 2021 and develop a “project plan” of activities that need to be worked on.
 - e. Sunset this year is 5:45pm, and it stays light for a time after that. We need to develop a timetable for all the events. This should be put in the ad in the NWO and posted at the shelters on Dec 3 to let folks know when and where the activities are going on.
 - f. Santa’s replacement has been confirmed. Thinking that Santa will be in place from 4pm to 6:30. He will arrive on the fire truck. His name is Steve Barrow.
 - g. Vendor, entertainment, and Food Trucks status – Barb Engel, Sue Madison and Diana Macklin
 - i. Craft vendors – 20 Vendors
 - ii. Food Vendors – 6 food trucks. Wondering if the Lions Club would be interested in selling hot dogs, chips and drinks using the Town Trailer. Ann Schneider to follow up on. Barb Engel also handed out flyers at RidgeFest to food trucks, Rio and Dominoes.
 - iii. Music and Entertainment – Christy from ORES advised that their children’s choir will participate at the tree lighting. I told them 15 minutes.
 - iv. Need to request PA system from ORYA and borrow their spotlights for Santa area. Options for lighting?
 - v. Grinch – We will have 2 tractors this year. Suggested we purchase costumes or do makeup and have volunteer teenagers as the Grinches to ride on the wagon. Also, some music from the Grinch movie.
 - vi. Barb Engel to check with her grandkids to make sure they will be Santa’s elves again.

- h. Fireworks not used at RidgeFest. The Committee felt that this could be done at 7:30pm, once all the activities have been completed from LUN.

Also noted:

- i. Setup and cleanup for the Fireworks will be done by the Park Staff.
- ii. The Park Staff will be responsible for ensuring that all folks have been moved from the fireworks area.
- iii. The Park Staff will be responsible for the parking at the Benbow parking lot (adjacent to the pond). It was noted that there is no lighting available, and folks would need some lights to walk along the sidewalks up to the fireworks observation area.
- iv. Folks are welcome to bring blankets and chairs and sit within the 2 areas where the luminaries are located. No parking will be allowed within the luminaries. One opening closest to the sidewalk will be created to let folks walk through the luminaries.

- 10. Decorating the town entrances – Discussion on using patriotic wreaths to decorate the front entrances for Memorial Day, Fourth of July, and Veterans Day. Courtenay will see what inventory she has for Christmas decorations.

- 11. Heritage Day – September 24, 2022.

- a. We had 19 entries for the pound cake bake contest
- b. Slices were sold after the contest and we made \$695. Leftovers were given to the Fire Dept.
- c. Judges were GiGi Williams and Susie Westmoreland – great job
- d. Posters for the Veterans site, major donors and the fundraising gauge were displayed. Thanks to Sue Madison.

- 12. Oak Ridge's 25th Anniversary in 2023. (Celebrated August or October 2023)

- a. The group indicated another volunteer dinner be done as was done so successfully at the 20th celebration. We will investigate available venues in town. Summit Church contacted, and form being sent to them.
- b. It was also suggested to sell Christmas ornaments with the 25th logo on them with any profit going to the Veterans Fund.
- c. Further discussion needed and possible a social media survey from the community on what they would like to see done.
- d. We also discussed having another Explore Oak Ridge event in 2024.
- e. We can request to have a flag flown over the NC State Capital in honor of our 25th Anniversary. Patti Dmuchowski to find out how we need to request this.

- 13. Adjourn

The next meeting is scheduled for November 15, 2022 at 7pm