



OAK RIDGE SPECIAL EVENTS COMMITTEE Agenda September 13, 2022 - 7pm

1. Meeting call to Order
2. Approval of Agenda
3. Approval of Minutes from August 9, 2022
4. Current Veterans Totals – Patti Dmuchowski
 - a. Current totals - \$129,794.74 (includes not matched yet for August)
 - b. Maureena Shepherd donation - \$5,000 (included)
 - c. Update the Fundraising Gauge on the new web site– Sue Madison
 - d. Next quarterly cutoff will be September 30, 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.
6. Fundraising
 - a. Patti Dmuchowski has sent out follow-ups on emails that have been sent out. Next step will be phone calls.
 - b. We need to focus on revitalizing the fundraising. Suggestions include running another ad in the NWO and a blitz on the social media platforms.
7. Veterans Day Ceremony - November 11, 2022 – Patti Dmuchowski
 - a. Annette Joyce has responded that her husband's band will play.
 - b. Need to work on the attendance at the ceremony. Talk up at town social group meetings.
 - c. Maybe send out invites
8. Veterans Site Review
 - a. Update on water drawdown test - Ann Schneider
 - b. Update on construction start date – 1st Qtr 2023
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. Additional luminaries have been received. Order of luminaries is completed for this fiscal year.

- c. Signage – Take an inventory on what we have and what else is needed.
 - d. Storage of the additional luminaries should not be a problem at the Scoggins garage for now. Once the park is active, we will work with the town on storage if needed.
 - e. Patti Dmuchowski will review the notes from December 2021 and develop a “project plan” of activities that need to be worked on.
 - f. Since sunset this year is 5:45pm, and it stays light for a time after that, we are thinking to light the tree and luminaries at 6:15 pm. We will need to create a timetable for all the events.
 - g. Santa’s replacement has been confirmed. Bev Engel
 - h. Vendor, entertainment, and Food Trucks status – Barb Engel, Sue Madison and Diana Macklin
 - i. Craft vendors – 14 Vendors - 16 spaces Each charged \$10
 - ii. Food Vendors – 1 (Tees)
 - iii. Music and Entertainment – still being worked on. Patti Dmuchowski will follow up with Kristy at the ORES to see if their choir will participate.
 - iv. Need to request PA system from ORYA and borrow their spotlights for Santa area.
 - 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.
 - vii. It was also suggested that we have a short video “Frosty the Snowman” for example to have another activity for the kids to participate in. We need to investigate if this is possible. Maybe down by the Summit Church area.
 - i. FIREWORKS – not used at RidgeFest.
10. Ridgefest September 8 - 10, 2022. Amazing job done by Sue Madison and Barb Engel organizing the Food trailer for the Thursday and Friday nights crowds. Thanks to all the volunteers that helped. Waiting on final totals from Sue.
11. 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.
12. Heritage Day – September 24, 2022.
- a. Special Events will have a booth at Heritage Day with a patriotic theme.
 - b. We will have an “old fashion” pound cake bake contest.
 - c. Prizes will be awarded for 1st, 2nd and 3rd place with Lowes gift certificates
 - d. Slices will be sold after the contest and all proceeds will go to the Veterans fund.
 - e. Ad has appeared in the NWO as well as in Sandra’s town ad.

- f. Sue Madison came up with the flyer, ad for the NWO, rules and application forms. All have been put on the town website as well as on social media.
 - g. We are working on getting judges.
 - h. We could display a large size gauge with the current funds collected.
 - i. We could also display the major donors that we currently have.
 - j. Flyers for donations should also be available. Could do checks, but not credit cards. Donation jar will also be used.
 - k. All profits going to the Veterans Fund.
 - l. Patti Dmuchowski needs to post some of the flyers around town.
13. Oak Ridge's 25th Anniversary in 2023. (Celebrated August or October)
- 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, i.e., Summit Church, etc.
 - 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.
14. Thank You to the Special Events members that helped clean up the Community Farmhouse.
15. 911 – Display at the park flagpole. Blue spotlights, narrative, and floral arrangement. Can be used again next year.
16. Adjournment

The next meeting is scheduled for October 11, 2022 at 7pm