



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Agenda - In Person

### January 16, 2026

Attendees: Patti Dmuchowski, Barb Engel, Brent Carrickhoff, Amy Carrickhoff, Martha Pittman, Rose Shetzley, Courtenay Hartrum, Caroline Ruch, Claudia Whitaker, Ann Schneider and Ashley Royal.

1. Meeting called to Order at 10:03 – Patti Dmuchowski
2. Approve Agenda –
  - a. Request to move the election of the SE Chairperson up to No. 4 on the Agenda.
  - b. Motion by Martha, 2<sup>nd</sup> by Caroline and motion carried.
3. Approve Minutes of December 11, 2025
  - a. Amended item noted that Caroline had brought up her discussion with the Summerfield Theater group being interested in participating in LUN.
  - b. Motion made by Amy, 2<sup>nd</sup> by Caroline and motion carried.
4. Election of Brent Carrickhoff as SE Chairperson
  - a. Motion made by Martha, 2<sup>nd</sup> by Barb and motion carried.
  - b. Patti volunteered to be Vice Chair
5. Veterans Honor Green - Status Update:
  - a. 4th Order of Pavers is ready to be sent in.
  - b. Amy, Brent & Patti to review the request forms to ensure that no one was missed.
  - c. Procedure needed going forward for paver requests - Patti
6. Interpretive panels - Patti Dmuchowski & Ann Schneider TBD
  - a. Use of QR Square
  - b. Decide on options that could be used
  - c. Discuss with local Veterans for input
  - d. Discuss with Town Council members
  - e. Ann discussed with Mark at Revington Reeves and obtained his input
7. Special Events Calendar for 2026:
  - a. Memorial Day Ceremony – Monday, May 25, 2026 10am VHG (Speaker)
  - b. 4<sup>th</sup> of July Kids Parade & Concert – Saturday, July 4, 2026 12 & 4PM 250<sup>th</sup> Ann
  - c. 911 Ceremony – Friday, September 11, 2026 8:45 25<sup>th</sup> Ann OR Park (Speaker)
    - i. Need review of verbiage for plaque - Ann
    - ii. Need to obtain prices for the plaque – Patti
    - iii. Need to investigate getting metal piece attached to base - Patti

- d. Heritage Day – Saturday, September 26, 2026
  - e. Veterans Day – Wednesday, Nov 11, 2026 at 10am VHG (Speaker)
  - f. LUN – Dec 5, 2026 at 1:30 OR Park
  - g. Patti met with P&R Advisory Board for approval on 2026 events.
8. LUN Major Items– Patti Dmuchowski
- a. Parks & Rec responsibilities – Patti met with Ashley and Brock to discuss P&R participation with SE events. No major issues identified. SE needs to be aware of events that fall on Saturdays or Holidays when P&R Staff are not available. Requirements need to be identified early in the year. It was also noted that the luminaries can be put up and taken down at an earlier date. Bottom line is that they need to be installed and tested before the event date.
  - b. Outsource luminaries set-up and take down
  - c. Carolyn and Patti will get cost estimates from local landscapers and provide to P&R for consideration.
  - d. Confirm community participants for 2026 - Patti
  - e. Work on Food & Craft Vendors - Barb
  - f. Additional displays – Diana, Patti & Brent
  - g. July workshop is scheduled for July 16, 2026, at the farmhouse. Will work on making 12 new stars and replacing the lights on the big snowflakes. Amy found clip-on lights that should save time on installing. Amy, Brent and Diana will get prices on the materials needed. Patti will reserve the farmhouse.
  - h. Since we need a new OR sign for the lawn display, we can investigate having API design one. We can put holes in it for lights or use a spotlight. Brent suggested we get one like the one at the entrance to the new park. Patti & Brent to work on.
  - i. Caroline brought up that she received a comment that folks could not easily identify where the activities were taking place. This will need to be discussed further.
  - j. Caroline also suggested that since we have the Farmhouse this year, why not move Santa inside or on the porch. Easier to identify for folks, warmer for both Santa and the kids. All thought this was worth looking into. Consideration needs to be addressed as the Grinch tractor ride goes along the sidewalk by the farmhouse and may need to be rerouted. Also, this will move the Summit Hot Chocolate further away. Further discussions needed. We could also add a craft or storybook reading activity.
  - k. If we use the farmhouse, we may be able to have continuous movies such as Frosty the Snowman, Rudolph, etc. on the TV monitor.
  - l. Discussion on moving the event to a Saturday earlier in November. It was noted that several towns have their events on the first Saturday of December. Kernersville has the lighting of their tree, Greensboro has their

Holiday parade, Summerfield has their tree lighting and Stokesdale has their parade on the 2<sup>nd</sup> Saturday in December.

- m. Caroline indicated that the Summerfield Theater group could provide singing for the event and dress in old-fashioned garb. She also noted that they could possibly dress up in characters such as a Snow Princess, snowman, etc., to walk around the park and provide photo ops for the kids. They are not licensed to use characters from Disney. They would ask for a minimal donation. Caroline to follow-up on.
9. Storage for our SE items was discussed. We still have some items in the garage at the new park. Brent will do an inventory and see what we can get rid of. Noted was the old tomato cage trees. It is possible to then move the crates that have fabric items in them from the shed to the garage. Especially the good tablecloths that were used for the town anniversary and 4<sup>th</sup> of July Banners. Brent will also look at the storeroom at Town Hall and make sure there are no SE items stored there.

18. Budget Review & suggested items for next year. Patti to review current expenses as of December 31.

19. Sue Madison has informed the Committee that she will be stepping back from the Committee to spend more time on her Glass Blowing Craft and other activities. She will be available if we need her. A big 'Thank You' to Sue for all her work with us.

19. Change monthly meetings to daytime. The Committee discussed moving the monthly SE meeting to the 3<sup>rd</sup> Thursday of the month and have the meeting at 10am. Noted that this would present scheduling issues with our Scouts liaison, Hasini. Patti will discuss it with her. The Committee will discuss it at the next meeting and notify the Town of the scheduling move if accepted.

Motion to adjourn was made by Brent, 2<sup>nd</sup> by Caroline and motion carried.

Next meeting is on February 19, 2026. Motion to adjourn by Barb Engel, 2<sup>nd</sup> by Claudia and motion carried. – Patti Dmuchowski

Respectfully submitted,

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Patti Dmuchowski, Vice Chair