



OAK RIDGE SPECIAL EVENTS COMMITTEE
Meeting Minutes - In Person
February 19, 2026 @ 10am

Attendees: Brent Carrickhoff, Ann Schneider, Rose Sheltzley, Barb Engel, Patti Dmuchowski, Ashley Royal, Brock Dunigan, and Courtenay Harton.

1. Brent opened the meeting at 10:05.
1. Patti moved to approve the minutes from January 15, 2026; Rose seconded, and the motion passed.
2. Veterans Honor Green - Status Update – Patti
 - a. The order for the fourth paver has been submitted. We hope to get delivery at the end of April.
 - b. Amy, Brent, and Patti examined all submitted paver request forms and addressed any issues that arose.
 - c. The Committee approved the annual paver request procedure, with Patti making the motion to approve and Rose seconding. Patti will coordinate with Genevieve to post it on the town website. Brock requested to change the submit date to August and not September to give more time for installation.
 - d. Sandra and Patti reconciled the Veterans funds. The remaining funds will be used for the panels.
 - e. The Committee discussed Ben Walraven's request for additional Veterans recognition, i.e., service animals. The group will discuss it at a later date once the panels are completed.
 - f. Interpretive panels – Patti & Ann
 - i. Need to decide on a plan to go forward. Consensus was to focus on the 6 branches and their historic milestones. A professional writer will be needed. We will also review the ORES history curriculum.
 - ii. All agreed that we need to discuss the project with the local Veterans for input. There was a recommendation to speak with the Mt. Bethel Veterans that meet monthly at the church on Haw River Rd.
 - iii. After selecting a plan, present it to the Town Council to gather their feedback.
 - iv. Ann discussed the project with Mark at Revington Reeves and obtained his input. He would like to be involved with the panels.

3. Special Events Calendar for 2026:
 - a. Memorial Day Ceremony – Monday, May 25, 2026, 10am VHG (Speaker)
 - b. 4th of July Kids Parade & 250th Concert – Sat, July 4, 2026, at 12 & 4PM.
 - c. 911 Ceremony – Friday, Sept 11, 2026, at 8:45. 25th anniversary.
 - d. Heritage Day – Saturday, September 26, 2026. Muffin Bake Contest.
 - e. Veterans Day – Wednesday, Nov 11, 2026, at 10am VHG (Speaker)
 - f. LUN – Nov 21, 2026, at 1:30 OR Park

4. 4th of July Kids Parade & Concert
 - a. P&R will put up a large tent on the grass across from Shelter #1.
 - b. Patti will speak to the ORFD on spraying water for the kids. They currently do this for the ORES. She will also follow up on where they get the water. There is a concern about whether the water is from a clean source.
 - c. Decide if we are serving hot dogs again. The thought is that we would provide them free to the kids and charge adults.
 - d. Check with Over the Moon ice cream vendor and decide where they should park. Some individuals expressed concerns about their proximity to the Parks & Recreation food trailer where hot dogs were being served.
 - e. Patti will follow up with the Triad Community Band to verify that they are available. No charge for the band but they do request that we collect donations for the local food bank.
 - f. Patti will coordinate with Connect2 to place an ad.
 - g. Rose will take inventory of the current supplies to decorate the kids' bikes. She will arrange to purchase anything that's required.
 - h. Music will again be needed. Ann to address

5. 911 25th Anniversary
 - a. Need final "words" for the plaque. Ann to have by the end of March.
 - b. Order plaque and decide how to place it.
 - c. Patti has a potential speaker who was an EMT during 911.
 - d. Ensure ORFD and the Scouts participate.
 - e. Invite the Town Council and decide on who will be the speaker.

6. LUN Major Items - Brent
 - a. Carolyn and Patti obtained costs from local landscapers to install and take down the luminaries. The bids for both were around \$2,000. Discussion followed with Ashely and Brock on having Parks and Rec take over installing the luminaries. The following was discussed:
 - i. The LUN date has been moved to Nov 21, 2026, to address the many other Christmas events around the area.

- ii. We will move up the start time to 1:30 and close right after the lighting of the tree. The committee needs to define the schedule.
- iii. Parks & Rec can install the luminaries as their schedule permits.
- iv. Amy & Diana will be available to help where/when needed.
- v. Special Events will continue to monitor the lights at night and report any that are not working to Brock for his crew to address.
- vi. Pars & Rec will take down and store the luminaries at the end of the month.
- vii. Patti will order additional letters to Santa package from Amazon.
- viii. The following committee members will follow up with the list of participants:
 - 1. Pediatric Dentist - Rose
 - 2. Destination Arts - Barb
 - 3. Lowes for cookies and water – Caroline
 - 4. Summerfield Theater Group – Singing and Walk around characters - Caroline
 - 5. Santa – Barb
 - 6. Presbyterian Church Choir for tree community singing – Patti
 - 7. OR Baptist Band – Patti
 - 8. Fairy Hair Lady – Rose
 - 9. ORES Choir – Patti
 - 10. ORES Jumpers – Patti.
 - 11. Robotics and Scouts assistance - Hashini
- ix. Parks & Rec will also be responsible for decorating the 3 Oak Ridge signs around town. Memorial Day, 4th of July and Christmas.
- b. We have scheduled a July workshop for July 16, 2026, at the farmhouse. It will start at 9 am and lunch will be supplied. Amy & Diana to order supplies for new stars and bulbs for the snowflakes.
- c. A new OR sign for the lawn display is needed (API) - Brent
- d. We will discuss the new detailed LUN timetable at the next meeting.
- e. Folks were not in favor of moving Santa to the Farmhouse as it will take away from the Vendors and Food Trucks. Further discussion needed.
- f. Caroline to follow up on using the Summerfield Theater group as carolers and walk around characters.
- g. Patti will again follow-up on music availability during the month of December.

7. Storage for our SE items - Brent

- a. The Scoggins garage SE storage inventory was completed by Brent.
- b. Brent is working on discarding the old tomato cages.
- c. Hopefully, we can free up some shelves to move the extra crates into Scoggins. The luminaries and associated equipment will remain in the small shed.

- d. The additional yardstick stars and new snowflakes will be stored at Scoggins.
 - e. Move crates that have fabric from shed to Town Hall. Check Town Hall for other Special Events supplies.
8. Patti has submitted the 2026/2027 Budget to Bill Bruce for approval.

9. The committee voted on changing the SE monthly meetings. The consensus was to move it to the daytime when more folks can attend on the 3rd Thursday of the month at 10am. Barb Engel made the motion, second by Rose and the motion was approved.

The meeting ended at 11:30 am with a motion by Patti, which was seconded by Rose and subsequently approved.

Next meeting is on Thursday, April 16, 2026, at 10 am.