



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

Attendees: Claudia Whittaker, Courtenay Harton, Ashley Royal, Brock Dunigan, Caroline Ruch, Brent Carrickhoff and Patti Dmuchowski

Brent opened the meeting at 10:42.

1. Patti moved to approve the minutes from February 26, 2026 with correction of the meeting date, Brent 2nd, and the motion passed.
2. Veterans Honor Green - Status Update – Patti
 - a. The order for the fourth set of pavers has been submitted. We hope to get delivery at the end of April with installation by P&R by Memorial Day. There are some pavers that need to be placed by relatives.
 - b. The annual paver request procedure was approved at the last meeting. Genevieve will post highlights from the procedure on the website and the OR Facebook page. Orders need to be in by August 1 and ordered by Sept 1 for installation by P&R for Veterans Day.
 - c. 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.
 - iii. After selecting a plan, present it to the Town Council for their input.
 - 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. Patti will speak to the Ken Gibson ORFD on obtaining clean water for spraying the kids.
 - b. Decide if we are serving hot dogs again. The thought is that we would provide them free to the kids and charge adults.
 - c. 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.
 - d. 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.
 - e. Music will again be needed. Needs to be discussed with P&R
 - f. Ashley noted that she is part of the Greensboro group that is publishing local events for the 250th anniversary. She will include our activities.
 - g. SE will get some volunteers to put up and take down the P&R 10 X 20 tent on the grass across from Shelter #1
- 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. Speaker needed. Patti may have contact.
- 6. LUN Major Items - Brent
 - a. Revise Time Schedule:
 - 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 at 6:00 right after we light the tree. The committee needs to define the schedule:
 - 1. OR Baptist Band at the tree at 1:30
 - 2. Tractor Rides start at 1:30 and end at 4:00
 - 3. Vendors are in place by 1:30
 - 4. Participants:
 - a. Jumpers – 2pm
 - b. ORES – 2:30pm
 - c. Destination Arts – 3:00
 - d. Robotics – 2pm
 - 5. Summitt Hot Chocolate at 4:00 at Concession Stand
 - 6. Characters and Strolling Singers – (Location/Time TBD)
 - 7. Letters to Santa, Fairy Hair Person & Tattoos – 2:00
 - 8. Santa will be 3:00 – 6:00 (Location TBD)
 - 9. Cookies From Lowes (2 pm)
 - 10. Presbyterian Choir Community Sing– 4:45 at the tree

11. Tree Lighting – 5:15

- iii. Ashley will reserve the Farmhouse from 12 – 6pm
 - iv. The Committee had a discussion on signage for the event. It needs to be bigger, clearer, available in multiple places and remind folks to visit the vendors. Possible flyers?
 - v. It would be ideal if we could announce events over the speaker system
 - 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. Continued discussion on moving Santa to the Farmhouse.
 - e. Caroline to follow up on using the Summerfield Theater group as carolers and walk around characters. Money has been included in the budget.
 - f. Ashley & Caroline will again follow-up on music availability while the luminaries are on. Suggested 6 – 9 pm.
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. The additional yardstick stars and new snowflakes will be stored at Scoggins.
 - d. Diana moved the crates that have fabric from shed to Town Hall. She also checked if there were other Special Events supplies there.
8. The Special Events 2026/2027 Budget has been approved.

The meeting ended at 12:00 am with a motion by Patti, which was seconded by Brent and subsequently approved.

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

Respectfully submitted by:

Patti Dmuchowski, Vice Chair