



OAK RIDGE SPECIAL EVENTS COMMITTEE
Meeting Minutes
January 11, 2022 - 7pm

Attendees: Claudia Whitaker, Ben Walraven, Caroline Ruch, Sue Madison, Brent & Amy Carrickhoff, John Browning, Randy Collins, Ann Schneider and Patti Dmuchowski

Via Zoom – Diana Macklin, Barb Engel, Courtenay Harton

1. Agenda Approval – Motion made by Ben Walraven and 2nd by Caroline Ruch
2. Minutes December 16, 2021 Approval – Motion made by Ben Walraven and 2nd by Amy Carrickhoff
3. Welcome to Randy Collins – new Community Relations Director for ORYA,
3. Current Veterans Totals
 - a. \$14,291.00 collected – Dec 31, 2021
 - b. \$12,838,13 – matched by town. Capped out annual match of \$34,000
 - c. \$77,951.87 currently in Restricted Fund
 - d. Next quarterly cutoff will be March 31, 2022
 - e. Major Donation - \$10K received this week from Lindsley Stewart.
4. Fundraising – What's next?
 - a. Bricks & Pavers – preliminary info & need mid-session meeting to review costs. Develop donor amounts. Samples were shown at the meeting from Pine Hall. Information is needed from Polar Engraving. Patti Dmuchowski will obtain the information from both companies and meet with a sub-group to discuss and develop a comparison chart for the Committee to discuss at the next meeting.
 - b. Set Goal for March - \$125K – Patti Dmuchowski will send out the original Sponsor list
 - c. Flyer Dominoes – Sue Madison has created a great flyer and Patti Dmuchowski will send out for folks to review. Patti will also double check that Dominoes will permit us to provide flyers for Super Bowl weekend.

5. Veterans Groundbreaking
 - a. Select Date in Spring – April 30, 2022 @ 10am
 - b. Develop a program – Patti Dmuchowski
 - c. Include major sponsors and Town Council members.
 - d. Need to advertise on social media for the community invite and will check if there is any money left in the budget for a NorthWest Observer ad.
 - e. Brent & Amy Carrickhoff will investigate the possibility of local TV coverage.

6. Veterans Day Ceremony – Nov 11, 2022
 - a. Select Speaker – Amy & Brent Carrickhoff's brother in-law has accepted
 - b. Amy & Brent Carrickhoff to provide a bio
 - c. Patti Dmuchowski to work on the program. Boy Scouts have already accepted to help out.

7. Veterans Site Review
 - a. Waiting on RR for timeline & new cost estimates
 - b. Mark Reaves has advised that they hope to have completed by January 24, 2022
 - c. Ann Schneider informed the group that the Town Council is discussing options for the well at the new park. She will keep us informed.

8. Memorial Day and Fourth of July
 - a. Memorial Day – May 30, 2022 @ 10am – Patti Dmuchowski
 - b. Fourth of July kids parade in park – Any ideas on how we can help out?

9. Light Up the Night December 3, 2022 - Caroline
 - a. Based on comments review – next steps
 - b. Thanks to Amy Carrickhoff for her schematic layout of the luminaries in the park.
 - c. Caroline suggested that we put up the luminaries 2 weeks ahead of the planned date to eliminate last minute rush and concerns.
 - d. She also suggested that we meet with Terry to discuss what resources are available to help with the event early in the year.
 - e. Develop a book that will detail the different activities, lead personnel and an associated timeline to complete, Caroline shared that this event takes months of planning to have everything in place.
 - f. Budget items for next year should include additional luminaries, replacements for the plastic boxes covering the connections that have become brittle, additional lighting for Santa, timers, etc.
 - g. We also need to follow-up with the Wake Forest contact on how they protect their connections. Randy Collins also indicated that he has a contact at Wake Forest and will get us that information.
 - h. The need to have a “maintenance” committee to check on the lights on a daily basis when they are lit. This may be a possible discussion topic with Terry on the hiring of a part-time night crew member.

- i. We will also be interfacing with the Town on the Christmas Tree status/replacement.
10. Budget for 2022/2023 – input for all events
- a. Patti will develop a budget for 2022/2023 which will also show expenses for this year
 - b. All committee members are asked to review and comment/make suggestions for the coming year
11. Any additional business - none

The meeting was adjourned with a motion from Ben Walraven and 2nd by Amy Carrickhoff

Next Meeting – February 8, 2022 @ Town Hall @7pm