



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes**  
**July 12, 2022 – 7pm**

**Meeting Attendees: Ben Walraven, Amy Carrickhoff, Sue Madison, Courtenay Harton, John Garrett, Corinne Pickford and Patti Dmuchowski**

1. Meeting called to order at 7:00 pm
2. Approval of Agenda – Motion by Ben Walraven & 2<sup>nd</sup> by Amy Carrickhoff
3. Minutes from June 14, 2022
  - a. Correction – Sue Madison was in attendance
  - b. Correction – Heritage Day should be noted as Sept 24, 2022
  - c. Minutes approved with the above corrections. Motion made by Sue Madison and 2<sup>nd</sup> by Amy Carrickhoff
4. Current Veterans Totals – Patti Dmuchowski
  - a. Current total \$123,844.74
  - b. Update the Fundraising Gauge on the new web site– Sue Madison
  - c. New Fiscal Year has started – all matching funds have been put into the reserve account
  - d. Next quarterly cutoff will be September 30, 2022
5. Bricks Fundraising
  - a. To date we have collected \$3,150 for bricks/pavers
  - b. Polar Engraving suggests that we submit a request for 5 bricks/pavers to be engraved and then we can have sample bricks to show folks. Need to discuss with the town on the procedure to order and where the bricks will be stored once we start to order them in bulk. Patti Dmuchowski
  - c. Provide the flyers at the town Summer Drive-In and at the Music in the Park activities. Need to coordinate this.
  - d. Tax letter was created for the brick/paver donors. All have been sent out to date. Patti Dmuchowski
  - e. “Brick Creator” pictures from the Polar Engraving have been sent out with each tax letter. Several changes have come back – Courtenay Harton
6. Fundraising
  - a. Ann Schneider to contact Boom Supersonics
  - b. An email to potential sponsors for a presentation has been developed. Patti Dmuchowski has sent out 8 emails to local businesses and will

continue to send out to new contacts and follow-up on emails that have been sent out. Ann Schneider and Patti Dmuchowski

- c. There was a discussion on our position on having business names on plaques for recognition. Only the flyer notes that Stripe donors will receive a Honor Paver to honor a veteran or loved one of their choice. On the Web Site, for Platinum, Gold and Silver Donors, we are using Business Names if the Donor has filled out the form noting the business name.
7. Veterans Day Ceremony - November 11, 2022 – Patti Dmuchowski
    - a. Speakers – Amy and Brent Carrickhoff’s brother and sister in-law
    - b. Bios have been provided
    - c. Program created as we get nearer to the date
    - d. Participation by additional Scout troops in Oak Ridge
    - e. Request to Annette Joyce for her husband’s band to play. Waiting on response. Patti Dmuchowski
  8. Veterans Site Review
    - a. Update on park schedule. Waiting on Guilford County to set a date for the drawdown water test. Ann Schneider
    - b. If all goes well with the well test, next step is to complete the construction documents, including the engineering for the water pipes and so forth, and then the town can bid out the project.
  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. Need to have the new budget amount for ordering the additional luminaries down to the concession stand. Patti Dmuchowski
    - c. Signage – Detail and order
    - d. Ben Walraven also noted that if any construction is done on the Community Farmhouse that the electric be left intact as it is needed for the luminaries.
    - e. Patti Dmuchowski will review the notes from December 2021 and develop a “project plan” of activities that need to be worked on.
    - f. Vendor, entertainment, and Food Trucks status – Barb Engel/Sue Madison and Diana Macklin
      - i. Craft vendors - 14
      - ii. Food Vendors - 0
      - iii. Music and Entertainment – still being worked on
      - iv. Summit Church will participate again. We will make a concerted effort for the “Cocoa” signage to be better this year
      - v. Grinch – Will Gray be available again? Need to check with Caroline Ruch on contact info. Should we purchase a costume and get a person to ride on the wagon. Also, some music from the Grinch movie.

10. Ridgefest September 8 - 10, 2022. The suggestion was made to sell food on Thursday night. Usually there is no food available. Barb Engel and Sue Madison feel that we should be able to work the food trailer on Thursday. Patti Dmuchowski to inform Randy Floss and Terry Lannon. Sue Madison to send out a Genius online sign-up form.
11. Music in the Park 2023 – new venue and town needs folks to run the concessions. The Parks & Recreation Committee has decided to handle the food concession.
12. Decorating the town entrances - Courtenay Harton did a nice job on the Fourth Of July decorations. Next year we could look at getting some custom-made decorations since the signs are a little awkward to work with. Courtenay will look at what she has for Christmas and what help she may need to put them up.
13. Heritage Day – September 24, 2022. Special Events will have a booth at Heritage Day. The Heritage Day Committee has suggested that we have “old fashion” pound cake either baked or donated and sell the pieces to be paired up with ice cream that they will be providing. This could or could not eliminate the bake contest. A suggestion for using Angel Food cake was also noted. All profits going to the Veterans Fund.
14. Oak Ridge’s 25<sup>th</sup> Anniversary in 2023. The group indicated another volunteer dinner be done as was done so successfully at the 20<sup>th</sup> celebration. We could look into another venue or use the OR Military Academy if allowed. It was also suggested to sell Christmas ornaments with the 25<sup>th</sup> logo on them with any profit going to the Veterans Fund. Further discussion needed and possible a social media survey from the community on what they would like to see done.
15. Also discussed was the possibility of a 4<sup>th</sup> of July parade in the park for the youth of the community. For example, kids on decorated bikes, scouts, ORYA, pets, etc. Contests for best decorated. Folks indicated that it might be a busy day for parents and maybe we would not get the attendance. Further discussion needed.
16. Additional items – none.

The meeting was adjourned at 8:00 with a motion from Ben Walraven and 2<sup>nd</sup> by Amy Carrickhoff.

Next Meeting – August 9, 2022, Town Hall @7pm