



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

March 8, 2022 – 7pm

Attendees: Ben Walraven, Sue Madison, Amy & Brent Carrickhoff, Ann Schneider, Claudia Whitaker,

Zoom: Patti Dmuchowski, Barb Engel, Courtenay Harton and John Garrett

1. The meeting was called to order at 7:00 pm by Chairperson, Patti Dmuchowski
2. Agenda Approved - Motion made by Ben Walraven and seconded by Barb Engel
3. Minutes from February 8, 2022 Approved – motion made by Amy Carrickhoff and seconded by Courtenay Harton.
4. Current Veterans Totals – Patti Dmuchowski
 - a. \$12,310.00 collected as of Jan 1 - March 7, 2022
 - b. Current total \$104,346.74 (Total Donations, matched by town, held over match for July 1, and difference at start).
 - c. Next quarterly cutoff will be March 31, 2022
5. Bricks Fundraising
 - a. Advertising – Sue Madison
 - i. NWO flyer – several comments discussed & Sue Madison to incorporate.
 - ii. Handout with added Brick information – additional comments noted & Sue Madison will incorporate.
 - iii. NWO ad – comments discussed and sizing concerns. Sue Madison will edit and Patti Dmuchowski will check on pricing for 2/3 ad. A 2/3 page would measure 9.88” wide by 6” high and the cost is \$549.
 - b. Establish a timetable for publication and distribution – still working on April date for announcement.
 - c. Review requests that have already been received – Patti Dmuchowski
 - d. Establish a process to record donations and verify requested engraving. Sandra Smith suggested that we include the following:
 - i. New flyers and revised handouts made available at Town Hall
 - ii. Flyer and revised handout are on the OR website
 - iii. Announcement on social media, i.e., OR website and NextDoor

- iv. FAQ for town staff on purchasing the bricks & list of clip art from Polar Engraving
- v. Accept orders – copy for Patti Dmuchowski for spreadsheet totals
 - 1. Verify information
 - 2. Put in a word document
 - 3. Verify engraving is correct with purchaser
 - 4. Submit to Polar Engraving (send in batches)
- vi. Process payments – cash, credit cards & checks
- vii. Committee needs to finalize the process

6. Fundraising

- a. Goal for March - \$125K.
- b. Received \$2,000 donation from Oak Ridge Physical Therapy (Andy Michels)
- c. Ben Walraven, Claudia Whitaker and Patti Dmuchowski have several leads that hopefully will come through by the end of March.
- d. Question on the number of benches at the site for Silver Donors. There are 4 total. Two on the walkway and two on the boardwalk.
- e. Amy Carrickhoff suggested that we contact the new Boom Aviation company in Greensboro for a donation. Suggested Ann Schneider call the contact.

7. Veterans Groundbreaking

- a. Date selected – April 7, 2022 @ 11am
- b. Include Town Council, town staff, major donors, committee members, news reporters and general public.
- c. Advertise in Community section of NWO community calendar – Patti Dmuchowski
- d. Advise Bill Bruce and Terry Lannon – Patti Dmuchowski

8. Memorial Day Ceremony 2022 – Patti Dmuchowski

- a. Speaker – Retired Navy Master Chief Petty Officer and Navy SEAL, Steve Nash. Nash was a UDT (Underwater Demolitions Team) diver before moving into SEAL Team 1. Nash was awarded the Silver Star and Purple Heart for his service during his many tours of Vietnam. Thanks to Gisela Hood for contact info.
- b. Confirm Boy Scouts
- c. Create Program

9. Veterans Day Ceremony 2022 – Patti Dmuchowski

- a. Select Speakers – Heather & Billy Smith.
- b. Need bio when available

10. Veterans Site Review

- a. Construction Documents – 100% completed
- b. Next step for RR is updated Cost Estimate.

- c. Update on park schedule. Begin work on park during Fall 2022 and actual work on veterans' site in Spring 2023.

11. Light Up the Night – Ben Walraven

- a. Current purchases to complete the luminaries circuit, covers and misc items – approved by Bill Bruce in 2021/2022 budget. Will need budget override line item. Patti Dmuchowski. Justification of purchasing now without expected price increase after March.
- b. Budget items added for next year (2023)– two rows of luminaries down to the Concession Stand – Approved by Bill Bruce.
- c. Discussion with Parks & Recreation on available resources – Patti Dmuchowski and Bill Bruce. List from the Committee was submitted & approved. Bill Bruce indicated that in planning events, we need to give P&R advanced notice of any needs that we have so they can schedule appropriately.
- d. Bill Bruce also requested that we provide him with the approximate size of storage that Special Events requires. They are concerned with the park equipment that will be stored at the Scoggins garage and may need another storage unit. Ben Walraven
- e. Vendor and entertainment status – Barb Engel

12. Budget for 2022/2023 – approved by Bill Bruce and now needs to be approved by the Finance Committee.

13. Election of Special Events Chairperson and Vice Chairperson – Patti Dmuchowski will stay on as Chair and Ben Walraven will be Vice Chair

14. Any additional business

Next Meeting – April 12, 2022, Town Hall @7pm