



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

May 10, 2022 – 7pm

Attendees: Ann Schneider, Ben Walraven, Barb Engel, Amy & Brent Carrickhoff, Claudia Whitaker, Courtenay Harton, John Browning and Patti Dmuchowski

1. The meeting was called to order at 7:03
2. Approval of Agenda – Motion made by Barb Engel and 2nd by Amy Carrickhoff
3. Minutes from April 12, 2022 Approval – Motion made by Ben Walraven and 2nd by Amy Carrickhoff
4. Current Veterans Totals – Patti Dmuchowski
 - a. \$360 collected as of April 1 – May 8, 2022
 - b. Current total \$115,776.74 (Total Donations, Matched \$ by town, held over match \$ for July 1, and difference at start).
 - c. Next quarterly cutoff will be June 30, 2022
5. Bricks Fundraising
 - a. Advertising – Sue Madison
 - i. NWO ad – Completed & in the May NWO issue
 - ii. Handout with added Brick information – Completed
 - iii. Flyer for Bricks – Completed - ideas for distribution, i.e., social media and OR Facebook
 - iv. Gauge has been updated with new totals and goal of \$200K
 - b. Claudia Whitaker had a concern with the form printing out too small from the Web site. Ann Schneider to look at.
 - c. Establish a process to record brick donations. Polar Engraving provides a spreadsheet. Patti Dmuchowski
 - d. We have received 4 brick donations so far. Polar Engraving suggests that we submit them once we have 5 and then we can have sample bricks to show folks. Patti Dmuchowski
 - e. Investigate using the ORYA mailing list to send out the flyer. Patti Dmuchowski
 - f. Provide the flyers at the town Summer Drive-In and at the Music in the Park activities.
 - g. Need tax clarification from Ann Schneider and Sandra Smith.

6. Fundraising
 - a. Let's keep the momentum going
 - b. Ann Schneider to contact Boom Supersonics
 - c. Create an email to potential sponsors for a presentation. Ann Schneider and Patti Dmuchowski

7. Memorial Day Ceremony 2022 – Patti Dmuchowski
 - a. Speaker – Steve Nash
 - b. Program given to Ashley to type up
 - c. Sam Anders has received approval from Andrew Russoli's family to recognize his military service & include the Fire Dept in tribute
 - d. The North West Guilford Women's Club will provide decorations for the stage. Ann Schneider
 - e. Patti Dmuchowski will be flying back from Memphis on Sunday evening. Hopefully there will be no delays, but just in case, she will coordinate with the group to have everything in place.

8. Veterans Day Ceremony 2022 – Patti Dmuchowski
 - a. Speakers – Amy and Brent's brother and sister in-law
 - b. Bios have been provided
 - c. Program created as we get nearer to the date – Patti Dmuchowski

9. Veterans Site Review
 - a. Update on park schedule. We are waiting on the successful water well drilling on the property. Ann Schneider
 - b. Waiting on interface from Parks & Recreation to start the bid process hopefully in the summer.

10. Light Up the Night – Ben Walraven
 - a. Current purchase from FLIC to complete the circuit – waiting on delivery
 - b. Patti Dmuchowski to check budget totals once the FLIC invoice and the NWO ad invoice have been received by Sandra to see if we can order covers now
 - c. Vendor, entertainment, and Food Trucks status – Barb Engel
 - i. We are up to 12 craft vendors and the group verified that we could add more. Their donations of \$110 have been included in the Veterans totals
 - ii. Barb Engel has confirmed Tee's and will follow up on the other food vendors
 - iii. Ritz the Wiz and Destination Arts have been confirmed. Barb Engel to follow up with Annette Joyce on the availability of her church band to play again.
 - iv. Barb Engel will check with Danielle Gram and see if Summit Church will participate again. We will make a concerted effort for the "Cocoa" signage to be better this year

11. Ridgefest 2022. The suggestion was made to sell food on Thursday night. Usually there is no food available. Barb Engel will send out an email to see if there are any volunteers willing to work.
12. Decorating the town entrances. Courtenay Harton will check if there are bunting that will fit.
13. Special Events Volunteers to work on landscape at Redmon house. Barb Engel to check with the Garden Club.
14. No additional business

Next Meeting – June 13, 2022, Town Hall @7pm