



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### October 11, 2022 - 7pm

Attendees: Amy & Brent Carrickhoff, Ben Walraven, Courtenay Harton, Diana Macklin, Claudia Whitaker, Barb Engel, Patti Dmuchowski & John Browning

1. Meeting called to Order by Patti Dmuchowski at 7:00pm
2. Approval of Agenda – Motion made by Amy Carrickhoff and 2<sup>nd</sup> by Ben Walraven
3. Approval of Minutes from September 13, 2022 – corrections noted that Santa, Steve Barrow is from Oak Ridge. Motion made to accept the minutes as amended by Ben Walraven & 2<sup>nd</sup> by Claudia Whitaker.
4. Current Veterans Totals – Patti Dmuchowski
  - a. Current totals - \$145,983.70 (includes matched \$ by Town)
  - b. Update the Fundraising Gauge on the web site– Sue Madison/Sandra Smith
  - c. Next quarterly cutoff will be December 31, 2022
5. Bricks Fundraising – Patti Dmuchowski
  - a. Need to discuss with the town (Sandra Smith) on the procedure to order and the timing and storage as we get closer to construction.
6. Fundraising
  - a. Patti Dmuchowski has sent out 15 follow-ups on emails that have been sent out. One response from the Old Mill to purchase a paver. Next step will be phone calls.
  - b. Patti Dmuchowski presented to the NWGWC and they voted to donate \$500 to the Veterans Honor Green. Patti Dmuchowski will present to the Lions Club in the next two weeks.
  - c. We need to focus on revitalizing the fundraising. Suggestions include running another ad in the NWO and a blitz on the social media platforms.
  - d. Nick Jamison will be having his 5K fundraiser next Saturday, Oct 15 at the park with all proceeds going to the Veterans fund.
7. Veterans Day Ceremony - November 11, 2022 – Patti Dmuchowski
  - a. Annette Joyce has responded that her husband's band CBC Wind Ensemble will play.
  - b. Danny Yanusz is available to sign the National Anthem.

- c. Need to obtain speaker for invocation.
  - d. Speakers this year will be Billy & Heather (MacLean) Smith, Amy Carrickhoff's sister and brother in-law. Both have stellar military service.
  - e. Need to work on the attendance at the ceremony. Talk up at town social group meetings and social media.
  - f. Create a 4 X 4 banner (like LUN sign) that can be put in place across from Town Hall. Make it basic information so it can be used every year. Advise Terry Lannon. Sue Madison completed the sign and Patti Dmuchowski will order from API. Ben Walraven requested grommets every 8 inches. The sign will be put up 1 week before the event. Ben Walraven and Brent Carrickhoff will coordinate putting it up with metal stakes, Friday, Nov 4<sup>th</sup>.
  - g. Contact the Boy Scouts (Mike Matzinger) and the Cub Scouts to participate.
  - h. Ad in the NWO – Patti Dmuchowski will check if we have budget money.
8. Veterans Site Review – Ann Schneider
- a. Town working on bid process – should complete in Dec 2022
  - b. Park construction should start the 1<sup>st</sup> Qtr 2023
  - c. Veteran Construction should end November 2023 provided we have met our \$200K goal.
9. Light Up the Night – Dec 3, 2022 - Ben Walraven & Barb Engel (less than 50 days to go)
- a. Ben Walraven had volunteers put together the new luminaries. Thanks to all that helped.
  - b. Signage – Ben Walraven will take an inventory on what we have and what else is needed. These are the “garage sale” size signs that are put in the ground.
  - c. We now have a total of 1,387 luminaries.
  - d. Patti Dmuchowski developed a “project plan” of activities that need to be worked on. (Updated list will be sent out separately).
  - e. Sunset this year is 5:45pm, and it stays light for a time after that. A timetable for all the activities was created. This should be put in the ad in the NWO and posted at the shelters on Dec 3 to let folks know when and where the activities are going on.
  - f. Santa's replacement has been confirmed. Thinking that Santa will be in place from 4pm to 6:30. He will arrive on the fire truck. His name is Steve Barrow. Amy Carrickhoff will coordinate activities at the Firehouse.
  - g. Vendor, entertainment, and Food Trucks status – Barb Engel, Sue Madison and Diana Macklin
    - i. Craft vendors – 22 Vendors
    - ii. Food Vendors – 6 food trucks. Barb Engel hoping we can get Dominos and Rio to participate.
    - iii. Ben Walraven and Barb Engel will review the placement of Vendors at the park and ensure there is room for all.

- iv. Music and Entertainment – Christy Royal from ORES advised that their children’s choir will participate at the tree lighting. I told them 15 minutes before we light the tree.
- v. Need to request PA system from ORYA and borrow their spotlights for Santa area. Options for lighting are still being worked on. Patti Dmuchowski will follow up on.
- vi. Grinch – We will have 2 tractors this year. Suggested we purchase costumes or do makeup and have volunteer teenagers as the Grinches to ride on the wagon. Also, some music from the Grinch movie. Sue Madison and Corine Pickford to coordinate.
- vii. Barb Engel to check with her grandkids to make sure they will be Santa’s elves again.

h. Fireworks not used at RidgeFest

- i. Setup and cleanup for the Fireworks will be done by the Park Staff.
- ii. The Park Staff will be responsible for ensuring that all folks have been moved from the fireworks area.
- iii. The Park & Rec Advisory Board – John Browning will coordinate and get back to the Committee on the parking at the Benbow parking lot (adjacent to the pond). It was noted that there is no lighting available, and folks would need some lights to walk along the sidewalks up to the fireworks observation area.
- iv. Additional parking should be identified, i.e., Town Hall, CrossFit, and the ORES. Patti Dmuchowski to follow-up.
- v. Folks are welcome to bring blankets and chairs and sit within the 2 areas where the luminaries are located. No parking will be allowed within the luminaries. One opening closest to the sidewalk will be created to let folks walk through the luminaries. Should be identified. Encourage folks to use the luminated crosswalk if they are crossing Linville Rd.

10. Decorating the town entrances – Discussion on using patriotic wreaths to decorate the front entrances for Memorial Day, Fourth of July, and Veterans Day. Courtenay will see what inventory she has for Christmas decorations. Will check with Corine Pickford if she would like to be a part of this activity.

11. Heritage Day – September 24, 2022.

- a. We had 19 entries for the pound cake bake contest.
- b. Slices were sold after the contest and we made \$695. Leftovers were given to the Fire Dept.
- c. Judges were GiGi Williams and Susie Westmoreland – great job
- d. Posters for the Veterans site, major donors and the fundraising gauge were displayed. Thanks to Sue Madison for her amazing artwork.

12. Oak Ridge’s 25<sup>th</sup> Anniversary in 2023. (Celebrated August or October 2023)

- a. The group indicated another volunteer dinner be done as was done so successfully at the 20<sup>th</sup> celebration. We will investigate available venues in town. Summit Church contacted, and form being sent to them.
- b. 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.
- c. Further discussion needed and possible a social media survey from the community on what they would like to see done.
- d. We also discussed having another Explore Oak Ridge event in 2024.
- e. We can request to have a flag flown over the NC State Capital in honor of our 25<sup>th</sup> Anniversary. Patti Dmuchowski to find out how we need to request this.

13. The meeting was adjourned at 8:15 with a motion from Ben Walraven and Claudia Whitaker.

The next meeting is scheduled for November 15, 2022 at 7pm