



OAK RIDGE SPECIAL EVENTS COMMITTEE Meeting Minutes September 13, 2022 - 7pm

Attendees: Ann Schneider, Claudia Whitaker, Sue Madison, Diana Macklin, Brent Carrickhoff, Ben Walraven, Corrine Pickford, John Browning and Patti Dmuchowski

1. Meeting call to Order at 7:01
2. Approval of Agenda – Motion by Ben Walraven & 2nd by Diana Macklin
3. Approval of Minutes from August 9, 2022 – Motion by Ben Walraven & 2nd by Sue Madison
4. Current Veterans Totals – Patti Dmuchowski
 - a. Current totals - \$129,794.74 (includes not matched yet for August)
 - b. Maureena Shepherd donation - \$5,000 (included)
 - c. Updated the Fundraising Gauge on the new web site– Sue Madison
 - d. Next quarterly cutoff will be September 30, 2022
5. Bricks Fundraising – Patti Dmuchowski
 - a. Need to discuss with the town (Sandra Smith) on the procedure to order.
 - b. Send out info to Polar Engraving to have 5 bricks/pavers done and use them for samples. Will not be done in time for Heritage Day. They charge \$50 extra for express delivery and a percentage if a credit card is used.
6. Fundraising
 - a. Patti Dmuchowski has sent out 15 follow-ups on emails that have been sent out. No response from the 1st email. Next step will be phone calls.
 - b. Included in the 2nd email was an invite for folks to stop by the Special Events booth at Heritage Day for more information.
 - 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.
7. Veterans Day Ceremony - November 11, 2022 – Patti Dmuchowski
 - a. Annette Joyce has responded that her husband's band will play.
 - b. Patti Dmuchowski will check if Danny is available to sign the National Anthem.

- c. Speakers this year will be Billy & Heather (MacLean) Smith, Amy's sister and brother in-law. Both have stellar military service.
 - d. Need to work on the attendance at the ceremony. Talk up at town social group meetings and social media.
 - e. Create a 6 X 6 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 Landon.
 - f. Contact the Boy Scouts (Mike M) and the Cub Scouts to participate.
8. Veterans Site Review – Ann Schneider
- a. Looks like all good for the water test.
 - b. Town working on Construction Documents. Bids should go out in October and decision on vendor in December.
 - c. Update on construction start date – 1st Qtr 2023
9. Light Up the Night – December 3, 2022 - Ben Walraven & Barb Engel
- a. Ben to create note to get volunteers to put together the new luminaries. The date is Sept 22, 4 – 7pm at the Town Hall. Request to have Ashley send out.
 - b. Signage – Take an inventory on what we have and what else is needed.
 - c. We now have a total of 1,387 luminaries.
 - d. Patti Dmuchowski will review the notes from December 2021 and develop a “project plan” of activities that need to be worked on.
 - e. Sunset this year is 5:45pm, and it stays light for a time after that. We need to develop a timetable for all the events. 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 from Stokesdale.
 - g. Vendor, entertainment, and Food Trucks status – Barb Engel, Sue Madison and Diana Macklin
 - i. Craft vendors – 14 Vendors - 16 spaces Each charged \$10
 - ii. Food Vendors – 2 food trucks. Wondering if the Lions Club would be interested in selling hot dogs, chips and drinks using the Town Trailer. Ann Schneider to follow up on. Barb Engel also handed out flyers at RidgeFest to food trucks, Rio and Dominoes.
 - iii. Music and Entertainment – still being worked on. Patti Dmuchowski will follow up with Cristy at the ORES to see if their choir will participate.
 - iv. Need to request PA system from ORYA and borrow their spotlights for Santa area.
 - v. 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.

- vi. Barb Engel to check with her grandkids to make sure they will be Santa's elves again.
 - h. Fireworks not used at RidgeFest. The Committee felt that we could help out the Parks & Rec Advisory Board by having the fireworks at LUN. Terry Lannon has come up with a location to shoot off the fireworks and also plans to handle the additional parking. The Committee felt that this could be done at 7:30pm, once all the activities have been completed from LUN. Also noted:
 - 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 Staff will be responsible for 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. 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.
10. Ridgefest September 8 - 10, 2022. Amazing job done by Sue Madison and Barb Engel organizing the Food trailer for the Thursday and Friday nights crowds. Thanks to all the volunteers that helped. Sue Madison estimates that we made approximately \$2,300 for the Veterans. She is also working on selling the remaining items that we could not return due to boxes being opened.
11. 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.
12. Heritage Day – September 24, 2022.
- a. Special Events will have a booth at Heritage Day with a patriotic theme.
 - b. We will have an “old fashion” pound cake bake contest.
 - c. Prizes will be awarded for 1st, 2nd and 3rd place with Lowes gift certificates
 - d. Slices will be sold after the contest and all proceeds will go to the Veterans fund. Leftovers will be given to the Fire Dept.
 - e. Ad has appeared in the NWO as well as in Sandra's town ad.
 - f. Sue Madison came up with the flyer, ad for the NWO, rules and application forms. All have been put on the town website as well as on social media.
 - g. Judges are GiGi Williams and Susie Westmoreland
 - h. A large size gauge with the current funds collected has been printed by Sandra Smith and Sue Madison is attaching it to a foam board. We are borrowing easels from Town Hall to display.

- i. We are also displaying the major donors that we currently have.
 - j. Flyers for donations should also be available. Could do checks, but not credit cards. Donation jar will also be used.
 - k. All profits going to the Veterans Fund.
 - l. Patti Dmuchowski needs to post some of the flyers around town.
13. Oak Ridge's 25th Anniversary in 2023. (Celebrated August or October 2023)
- a. The group indicated another volunteer dinner be done as was done so successfully at the 20th celebration. We will investigate available venues in town, i.e., Summit Church, etc.
 - b. It was also suggested to sell Christmas ornaments with the 25th 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 25th Anniversary. Patti Dmuchowski to find out how we need to request this.
14. Thank You to the Special Events members that helped clean up the Oak Ridge Community Farmhouse.
15. Display for 911 at the park flagpole. Blue spotlights, narrative, and floral arrangement. Can be used again next year and will be displayed for 1 week.
16. Adjourned at 8:15 with a motion from Ben Walraven and 2nd by Sue Madison.

The next meeting is scheduled for October 11, 2022 at 7pm