



## OAK RIDGE SPECIAL EVENTS COMMITTEE Interim Meeting Minutes July 20, 2021 – 6:30 pm

Attendees: Ben Walraven, Courtenay Harton, Claudia Whitaker, Sue Madison, Diana Macklin, Barb Engel and Patti Dmuchowski

- 1) Many thanks to Jim and Courtenay on their wonderful hospitality and photo opportunity in front of their barn. Photos have been sent to NW Observer. Not sure they will print, but worth a try.
- 2) Claudia noted that she had a discussion with Terry Landon and he voiced his concern with the maintenance with the boardwalk. I noted that Terry's concerns had been addressed early on with the project and that we will continue to work with him and Mark from Revington Reaves and will address any concerns when we get closer to the construction phase.
- 3) Barb noted that she has a friend that has large rocks on her property and would donate for free if they are needed.
- 4) Note from Ann on "prominent position for plaques - **Clarification that we will be discussing the placement of plaques with Mark, including the question of what might constitute prominent placement as promised in brochure for top donors' plaque and certain pavers, We will put in a call to him to get his early input, but it's just too early in the construction document process yet to have a definitive answer at this point.**
- 5) Note from Ann on "Leadership Donor" - **Leadership Donor - No plaque has been promised or is necessary. One idea would be to have "mention" of Town's contribution at the bottom of another plaque - I.e. "all donations were matched by a generous donation from the Town of Oak Ridge" - Subject to discussion and later consideration. Reminder that we made a decision early on not to overburden the site with plaques to donors that might take away from the recognition being given to veterans.**
- 6) The group then reviewed the fundraising pamphlet on each level to make sure everyone is on the same page with the recognition given.
- 7) Stars vs. Stripes on the pavers was discussed further to clarify the difference on recognition pavers. Star pavers will be in a "prominent" place. This could be at the top of the Honor Walk close to the circle or possible around the circle or a band at the top of the Honor Walk. Also mentioned was that we could use a different color paver to denote "prominent" sponsors. No decision yet. Stripe pavers will be located along the Honor Walk on a first come basis.
- 8) The "Sponsor Discussion Points" were then reviewed with Claudia noting that the "natural" boardwalk should be replaced with just boardwalk as the material will probably be manufactured. We also need to include the military statistics that Ben had previously emailed. Patti will update and send out via email to the group. Patti noted that this is just a list of items we have discussed throughout this project. Good to have on hand if any further questions are asked.
- 9) A question was asked on "security" for folks using credit cards. Patti will follow-up with Ashley.

- 10) We reviewed the option of sponsors being able to “split” a payment over 2 years and that it is acceptable. This will need to be specified on the pledge.
- 11) We will request Ashley to make 50 copies of the pamphlet for folks to pick up and use when they visit potential sponsors.
- 12) Patti D will also ask Patti S for some additional copies of the Observer with the Veterans article in it.
- 13) It was also brought up that we may collect more money than anticipated and what would we do with it. We had discussed earlier of doing additional designs at the site included a canine tribute. Many options to look at if we are “very” successful.
- 14) Patti reminded folks that once they have a sponsor pledge to let her know so she can enter the information into her DB to ensure all steps have been done. This will not be done until the funds have been received by the Town.
- 15) Patti D reviewed the Conceptual Design – Opinion of Probable Cost from Revington Reaves. It was brought up that this will have to be reviewed again as we get closer to construction as prices on everything have risen. Noted that we have a 10% contingency built into the cost.
- 16) Ann continues to work with the Town on the use of the Veterans Letterhead vs. the Town Letterhead.
- 17) Patti noted that the personal Thank You cards have been printed.
- 18) Sue has incorporated comments from the group on the NW Observer ad. Should have finalized by Friday and it was suggested to have the NW Observer group review also.

Respectively submitted by Patti Dmuchowski