



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### June 14, 2022 – 7pm

**Attendees: Ben Walraven, Ann Schneider, Diana Macklin, Barb Engel, Amy & Brent Carrickhoff, Claudia Whitaker, Courtenay Harton, John Garrett and Patti Dmuchowski.**

1. Meeting called to order at 7:02pm
2. Approval of Agenda – Motion by Ben Walraven & 2<sup>nd</sup> by Amy Carrickhoff
3. Minutes from May 10, 2022 – Motion to accept by Diana Macklin and 2<sup>nd</sup> by Amy Carrickhoff
4. Current Veterans Totals – Patti Dmuchowski
  - a. \$1,410 collected as of April 1 – June 8, 2022
  - b. \$1,000 collected for Pavers (not included in grand total yet). Patti Dmuchowski will include in the June 30, 2022 totals for Sandra Smith.
  - c. Current total \$117,886.74 (Total Donations, Matched \$ by town, held over match \$ for July 1, and difference at start).
  - d. Next quarterly cutoff will be June 30, 2022. Patti Dmuchowski will work with Sandra Smith and Sam Anders on the totals for the Financial Reports.
5. Bricks Fundraising
  - a. Claudia Whitaker had a concern with the form printing out too small from the Web site. Ann Schneider to look at. No concerns at this time.
  - b. Establish a process to record brick donations with Ashley/Sandra. Polar Engraving provides a spreadsheet. Patti Dmuchowski indicates that Polar Engraving has a spreadsheet set-up to keep track of the brick & paver engraving. This has to be sent to Polar Engraving with each order. Patti Dmuchowski will also create a separate spreadsheet to keep a line-item total of the brick/paver donations for each quarter. This will tie into the grand total donation's spreadsheet provided to Sandra Smith.
  - c. We have received 9 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 will coordinate.
  - d. Message sent to Tom Collins about using the ORYA mailing list to send out the flyer. Patti Dmuchowski indicated that Tom Collins sent the flyer to their email recipients that number around 4,000.

- e. Provide the flyers at the town Summer Drive-In and at the Music in the Park activities. The Drive-In event is on the 1<sup>st</sup> Tuesday of each month. We need a volunteer to distribute the flyers. The next date is July 5, 2022. The next Music in the Park is July 9<sup>th</sup> and we will again need a volunteer.
  - f. Tax letter created for the paver donors. Patti Dmuchowski has obtained the approved wording from Bill Bruce and Ann Schneider. Patti Dmuchowski will send out all the letters for the donations received so far.
  - g. “Brick Creator” – Courtenay Harton will work with Patti Dmuchowski to create the mockup brick to send to the folks that have donated for the bricks/pavers so far. Great tool that is available on the Polar Engraving web site.
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 have come up with an email and Patti Dmuchowski will send out to potential sponsors.
7. Memorial Day Ceremony 2022 – The ceremony went well with the scouts doing a great job. We have heard from other troops that they would also like to participate. Patti Dmuchowski will contact and see how they would like to be involved. The crowd was a little light for the ceremony and the Committee talked about ways to improve the upcoming ceremonies. One way that was suggested was to see if the NWHS band could provide some patriotic songs before the ceremony. Patti Dmuchowski contacted the Band Director, and they are not available for Veterans Day. She will contact Annette Joyce and see if her husband’s band might be available. They played at the LUN last year.
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
  - d. Participation by additional Scout troops in Oak Ridge
  - e. Possibility of additional music.
9. Veterans Site Review
- a. Update on park schedule. We are waiting on the successful water well drawdown test on the property. Ann Schneider will continue to provide updates.
  - 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 luminary circuit have been received.

- b. Current purchases of additional connection covers have been received.
  - c. Additional storage tote has been purchased and Ben Walraven and Diane Macklin will coordinate getting all the items into the Scoggins garage for storage. Terry Lannon has been informed.
  - d. Ben Walraven will work on a date & getting volunteers to do some preliminary work on putting the luminaries together. Thinking after Labor Day would be a good time.
  - e. Signage – Detail and order. Patti Dmuchowski will review the signs from last year and see what new ones have to be ordered.
  - f. Vendor, entertainment, and Food Trucks status – Barb Engel
    - i. Craft vendors – currently have 15
    - ii. Food Vendors – currently have 2 and folks suggested that Barb Engel talk to some of the vendors that have been at the weekly farmers market.
    - iii. Music and Entertainment. Several commitments in place.
    - 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
    - v. Since the Grinch was such a success last year suggestions were made to make sure Gray and his tractor are available and have a volunteer dress up like the Grinch and ride in the wagon with the folks. Need a Grinch costume and music for the ride.
11. Ridgefest 2022. The suggestion was made to sell food on Thursday night. Usually there is no food available. Sue indicates we need to fill 20 slots to make this work. Barb Engel sent out an email for volunteers and we believe this is doable. Patti Dmuchowski will advise Randy Floss that we will provide food on Thursday.
12. Music in the Park 2023 – new venue and town needs folks to run the concessions. After this meeting it was confirmed by Parks & Rec that they will be able to handle the food with the new venue. I have provided feedback that if they need help, we will assist them.
13. Decorating the town entrances. Courtenay Harton to work on.
14. Special Events Volunteers to work on landscape at Farmhouse Community Center. The Committee was informed that this is the responsibility of P&R.
15. No additional business
16. The meeting was adjourned at 7:55 with a motion by Claudia Whitaker and 2<sup>nd</sup> by Ben Walraven.

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