



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

December 13, 2022 – 7pm

Attendees: Amy & Brent Carrickhoff, Claudia Whitaker, Ben Walraven, Sue Madison, Ann Schneider, Rose Shetzey, Barb Engel, Diana Macklin, Corinne Pickford and Patti Dmuchowski

1. Meeting called to order at 7:15 by Patti Dmuchowski.
2. Minutes from Nov 15, 2022 meeting were reviewed and approved with a motion from Claudia Whitaker and 2nd by Barb Engel.
3. Veterans Fundraising to date
 - a. \$160,220.24 (includes Dec town match) – Patti Dmuchowski
 - b. Flyers for “Last Minute Christmas Gifts” – NWO ad, on Pizza Boxes on Christmas Eve and posted around town – Sue Madison and Patti Dmuchowski
 - c. Additional letters sent out – Patti Dmuchowski
4. LUN – Wonderful Success
 - a. Luminaries – Ben Walraven, Amy Carrickhoff and Diana Macklin.
 - i. Volunteers for set-up worked out well with notices on the OR website and Nextdoor. Leads gave great instructions, and it went smoothly. The scheduling of the set-up being done one week in advance worked well.
 - ii. Tape to hold down wire guards needs to be the “heavy duty – Gorilla” type.
 - iii. Testing and electricity concerns over low spots by the Redmon house. Trees had to be moved to the other corner as they kept shorting out. Stars had no problems. Suggested that we suspend the 3 outlet units on metal stakes to get them off the ground.
 - iv. It was also brought up that whenever the construction starts on the Redmon House, that the electricity still be available for the LUN event.
 - v. Thanks to Brent Carrickhoff and Ben Walraven for their daily checking and help with the timers. Issue with someone tampering with the timers on week one.
 - b. Craft Vendors – Barb Engel and Corinne Pickford. No major concerns. Very orderly set-up thanks to Barb Engel putting numbered flags in the ground ahead of time to designate where the vendors were to go. She also suggests that the craft vendors unload at the handicap parking area next to the dumpsters, so they do not interfere with the food truck parking. She also suggests that the food trucks come at 3pm except maybe coffee and donuts should come at 2pm. Boy scouts were very helpful this year in assisting the vendors with their crafts. Barbara Engel also suggests that we have more cones and sawhorses as barriers to prevent people driving through vendors.
 - c. Food Trucks – Barb Engel. No major concerns and very orderly. Duck Donuts had neglected to let Barb know that they were coming, but she was able to make room for them.

- d. Grinch Tractor Ride – Sue Madison and Rose Shetzey. Major thanks to Linda Greene and Randy Collins for making the side rails for the hay wagons. Sue Madison and Rose Shetzey moved the loading and unloading of riders to next to the dumpsters which worked fine. Having the two tractors go in different directions worked fine. Sue Madison estimates that we had about 100 riders. Great decorations and the two scouts were great as Grinches. The CD soundtracks were able to be heard above the noise of the tractors.
 - e. Santa – Amy Carrickhoff, Barb Engel and Ben Walraven. Amy Carrickhoff coordinated the Santa delivery and drop off with no problem with the Fire Dept. Barb Engel and Ben Walraven supervised the Santa stand with the aid of Barb Engel’s granddaughters. We still need to work on the lighting at Santa’s station. Shadows on the kid’s pictures.
 - f. Ads in NWO – Sue Madison. Detailed time schedule worked well being published just ahead of time. Also, the use of a sandwich board with the schedule being located in the busy crosswalk, also worked well. Thanks to Freddy Dmuchowski for making.
 - g. Thank you to the Parks group for helping with the set-up of the Santa stand and additional items that needed to be brought over and returned.
 - h. Thanks to John Browning and John Garrett for handling the parking in the Redmon field.
 - i. Signage – Ben Walraven & Patti Dmuchowski. Seems to have been adequate and covered all the areas. Barbara suggested that we have one more for free cocoa and photo op. Also one larger one in vendor staging area to prevent folks from coming through the area.
 - j. Summit Church – great job getting folks down for their hot chocolate and family photo shots.
 - k. CBCWE – well placed up by the tree and could be heard down at the Concession Stand.
 - l. Destination Arts – no issue with having them move to the area by the Concession Stand due to wet fields.
 - m. Wiz the Riz magician replacement was terrific.
 - n. Crowds grew during the day and the fireworks were a big draw. Many of the craft and food vendors did well by the end of the night.
 - o. Cell phones worked well instead of the walkie talkies. Good to have had a central list of all the volunteer’s numbers.
5. LUN – Concerns and improvements for next year
- a. Timing issue with ORES choir – the kids arrived early and were running around the tree where there were wires for the microphone and electrical lights. Christy Royal asked to have them start early and Patti Dmuchowski agreed to. This was not communicated well to the rest of the committee members for lighting timing.
 - b. Check with Terry Lannon on the possibility of removing the stake in the middle of the sidewalk where the Grinch rides occur. Should be smoother next year as both tractors can go in the same direction and just stagger their time.
 - c. Microphone for singers. We continue to have sound issues coming from the tree area. The duet lady singers were to the side and maybe should have been where the band was earlier in the day.
 - d. Outdoor carpeting for Santa Platform. Not stapled down as the platform must come apart. Nice decorations around Santa.

- e. Pictures were still a concern with Santa even with the additional lighting. Courtenay Harton suggested a background scene behind Santa to hide the fence.
 - f. Having the kids line up to the left of Santa this year seemed to work better to reduce congestion in the crosswalk intersection.
 - g. Letters to Santa. Suggestion for next year. We could have form letters at Town Hall and have kids fill them out ahead of time and place in a mailbox or give to Santa.
 - h. Instead of handing out sticky, sugary candy canes, maybe give a craft or small illumination item. We went through 150 candy canes.
 - i. Movie from Summit Church at Amphitheater next year? Polar Express or the Grinch movie. Need to check with Summit if they are interested. Would need to time before dark and put luminaries from the Concession Stand down the sidewalk by the Concession Stand. Or investigate the portable blow-up screens and some picnic benches that the kids could sit on and have a 20-minute rotating movie such as Frosty the Snowman or Rudolph the Red Nose Reindeer.
 - j. Additional electricity by the scoreboard – Town budget item for next year which Patti Dmuchowski will bring up to Bill Bruce
 - k. Drone picture – Ann Schneider. This was accomplished by one of the local residents and it was beautiful. Sandra Smith was able to put out on the website
 - l. Additional stars, trees, figures, etc. in corners of the property. This is a discussion for next year as we celebrate our Town's 25th Anniversary and could try to incorporate into the decorations. Suggestions include 25 stars or a large 25th sign with lights.
 - m. Storage of items – side rails from wagons. This should be no problem at Scoggins.
 - n. Gift certificates were given to Santa and the two tractor drivers.
 - o. The Committee all agree that the whole event starts too early. It should start at 2:00pm with the Tree Lighting at 6:00pm. Next year's date is Dec 2 with sunset at 5:14pm.
 - p. Master notebook – Patti Dmuchowski will work on incorporating all the documentation we have into one notebook. Can folks provide whatever procedures, layouts, etc. that they have to be included? Please bring to the January meeting.
 - q. Thanks to Courtenay Harton for decorating the Redmon house and for using the presents from the Santa stand on the porch.
6. 25th Anniversary
- a. Reserve the room at the Oak Ridge Methodist Church for the dinner. Contact needed.
 - b. Put together a committee to coordinate.
 - c. Have another Volunteer Recognition theme.
 - d. Look into selling 25th Anniversary Christmas Balls
7. Budgets for next year will start again in February. Need requests from folks to Patti Dmuchowski as soon as possible.
8. The meeting was adjourned at 8:25 with a motion from Amy Carrickhoff and 2nd by Ben Walraven.

Out next meeting is January 10, 2023 at 7pm at the Town Hall.