



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Agenda

### July 11, 2023 – 7pm

1. Meeting called to order – Patti Dmuchowski
2. Approve Agenda – Patti Dmuchowski
3. Review minutes from June 13, 2023 – Patti Dmuchowski
4. Veterans Fundraising to date:
  - a. \$217,172.24 (includes projected match) – Patti Dmuchowski
  - b. Additional request letters sent out to 9 people – Patti Dmuchowski
  - c. New goal \$250
  - d. Ad out in NWO thanking folks – Sue Madison - completed
  - e. Bids process Status – Ann Schneider
5. Special Events Calendar for 2023:
  - a. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
    - i. Amazing success
    - ii. What went right
    - iii. What needs improvement
  - b. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker
  - c. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
    - i. Order materials for additional stars – Ben Walraven completed
    - ii. Establish date for volunteers to put together new stars
  - d. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
    - i. Need to figure our 25<sup>th</sup> numbers in the large star – Ben Walraven
  - e. Vendors – Barb Engel
6. Oak Ridge 25<sup>th</sup> Anniversary Celebration – Patti Dmuchowski
  - a. Dinner to be held at the Oak Ridge Methodist Church on January 20<sup>th</sup> at 6:00pm
  - b. New Logo – Sue Madison
  - c. 25<sup>th</sup> Items
    - i. Christmas Ornaments (300 at \$5) Ann Schneider
    - ii. Lapel pins (225 at \$5.00) – Sandra Smith has provided the names of Pin Center and Wake Forest awards. Patti Dmuchowski
    - iii. T-Shirts – Amy Carrickhoff, Diana Macklin and Sue Madison

1. Decision on design and color
  2. 250 at \$8.65 (?)
  3. Need to order by August – Sell at Heritage Day
  4. Distribute to Committee Members
- d. Catering (150 at \$20)
- i. Find Vendor – need volunteers
  - ii. Cake – Claudia Whitaker
- e. Charles Benbow house 200<sup>th</sup> Anniversary this year.
- i. October Date – Sunday Oct 15 with rain date of Sun Oct 22
  - ii. Same format as last time
  - iii. Cheese & Crackers – Need trays made up.
  - iv. Music
  - v. Wine – Ann Schneider
  - vi. Tickets
  - vii. Parking

## 7. Additional Items

Meeting Adjourned

The next meeting will be on August 8, 2023 at 7pm.