



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Agenda

June 13, 2023 – 7pm

1. Meeting called to order – Patti Dmuchowski
2. Review minutes from May 9, 2023 – Patti Dmuchowski
3. Veterans Fundraising to date:
 - a. \$211,513.24 (includes projected match) – Patti Dmuchowski
 - b. Still have grant money
 - c. Additional folks to send requests out to from Ann Schneider – Patti Dmuchowski
 - d. New goal \$250
 - e. Ad out in NWO thanking folks – Sue Madison
 - f. Bids process – Attachment from Revington Reaves
4. Special Events Calendar for 2023:
 - a. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
 - i. Need volunteers
 - ii. Develop Ad for NWO – Sue Madison
 - iii. Develop timetable for activities
 - iv. Check with Lions on Hot Dogs & Ice Cream Vendor
 - v. Music
 - vi. Novelty bag for kids
 - vii. Speakers
 - viii. Decorations
 - ix. Sign – Sue Madison/Patti Dmuchowski
 - 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 completed
 - ii. Establish date for volunteers to put together new stars
 - d. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
5. LUN – 2023
 - a. Binder – currently gathering data and need to continue to work on.
 - b. Agreed new times 2pm – 7pm
 - c. Vendors & Food Trucks for next year = Barb Engel to contact to lock in place

6. Budget review – Patti Dmuchowski
 - a. Review 2022/2023 current budget – What is left? Patti Dmuchowski
 - b. Proposed 2023/2024 has been approved by Town Council

7. Oak Ridge 25th Anniversary Celebration – Patti Dmuchowski
 - a. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm?
 - b. Develop Theme – Volunteer Recognition
 - c. New Logo – Sue Madison to work on and Ann Schneider to send her the 20th logo.
 - d. Develop task list
 - e. 25th Items
 - i. Christmas Ornaments – local vendor
 - ii. Lapel pins – Sandra Smith has provided the names of Pin Center and Wake Forest awards.
 - iii. T-Shirts – Sandra Smith does not know who ordered them or the cost. Ann Schneider to provide info from the last order. Need graphic – Sue Madison
 - f. Charles Benbow house 200th Anniversary this year.
 - i. October Date – Sunday Oct 15 with rain date of Sun Oct 22
 - ii. Same format as last time

8. Additional Items

Meeting Adjourned

The next meeting will be on July 17, 2023 at 7pm.