



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Agenda

March 14, 2023 – 7pm

1. Meeting called to order – Patti Dmuchowski
2. Review minutes from February 14, 2023 – Patti Dmuchowski
3. Veterans Fundraising to date:
 - a. \$184,074.24 (includes projected match) – Patti Dmuchowski
 - b. Follow-up with Kevin Combs, Disney Construction and Philip Cook – Ann Schneider
 - c. Hoping to reach our goal by March 31, 2023
4. Special Events Calendar for 2023:
 - a. Memorial Day – Monday, May 29, 2023 at 10:00am – 11:00am – Need speaker
 - b. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
 - i. Need volunteers
 - ii. Develop Ad for NWO – June
 - iii. Develop timetable for activities
 - iv. Check with Lions on Hot Dogs & Ice Cream Vendor
 - c. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Need speaker
 - d. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
 - i. Order materials for additional stars
 - ii. Establish date for volunteers to put together new stars
 - e. 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
 - b. Proposed 2023/2024 has been submitted to Bill Bruce
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 – Marco Promos and would cost \$1,552.50 for 250. Cost is \$6.09 per ornament, and we could possibly sell for \$10.00.
 - 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.
- f. Charles Benbow house 200th Anniversary this year.
 - i. Ann Schneider to check with Anna & Kyle Schmidt to verify availability and date in October
 - ii. Same format as last time

8. Additional Items

Meeting Adjourned

The next meeting will be on April 11, 2023 at 7pm.