



## OAK RIDGE SPECIAL EVENTS COMMITTEE Agenda September 16, 2023 – 7pm

1. Meeting called to order – Patti Dmuchowski
2. Approve Agenda – Patti Dmuchowski
3. Review minutes from August 8, 2023
4. Veterans Fundraising to date:
  - a. Current Total is \$238,887.24. This includes the NC Grant of \$7,383.00
  - b. Bids process status – Bill Bruce will open the bids on Friday, Sept 15, 2023
5. Special Events Calendar for 2023:
  - a. Memorial Day Ceremony - Completed
  - b. Kids Bike Parade – Tuesday, July 4, 2023 – completed.
  - c. 911 – Sunday, Sept 10, 2023 - completed
  - d. Heritage Day – Saturday, September 30, 2023 (8:30am set-up – 4:00pm)
    - i. GiGi Williams and Susie Westmoreland have agreed to be judges again.
      1. TAT Scoring Sheet – Patti Dmuchowski
    - ii. Ad in the NWO and social media.
    - iii. Volunteers – Sue Madison, Caroline Ruch and Rose Shetzey. More are needed.
    - iv. T-Shirts (\$20) and Christmas Ornaments (\$10) will be sold at the tent.
    - v. The Town will loan us their square device for credit cards.
    - vi. Ashley Royal will put together a cash box.
    - vii. Shelving for cakes. Ben Walraven
    - viii. Patti Dmuchowski will put together a list of all items needed at the tent.
  - e. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker and the scouts will also be present as well as ORMA
  - f. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00p
    - i. Establish date for volunteers to put together new stars. Ben Walraven is thinking of the end of Summer.
  - g. 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, Danny Yanick and Ann Schneider
    - ii. Vendors – Barb continues to send out flyers.
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 – 9pm.

- b. Deposits have been sent to Phyllis Rowe from Sandra Smith.
  - c. Invitations and programs to be coordinated with Sandra Smith.
  - d. ORMA and the Scouts will participate in the affair.
  - e. Courtenay Harton and Rose Shetzey to coordinate non-food supplies/decorations.
  - f. Purchase of tablecloths rather than rent. Patti Dmuchowski
  - g. Pastor Mike will work the media at no charge.
  - h. Band – Need to confirm with Ann Schneider
  - i. 25<sup>th</sup> Swag
    - i. Christmas Ornaments (300 at \$5) Ann Schneider
    - ii. Lapel pins (225 at \$5.00) Ann Schneider to discuss redoing the town seal with less detail.
    - iii. T-Shirts should be available next week. Need to make up distribution list for Committee and Town Council members.
  - j. Catering (150 at \$20)
    - i. Patti Dmuchowski – An Event to Remember Caterer has penciled us in.
    - ii. Cake – Claudia Whitaker
7. Charles Benbow House 200<sup>th</sup> Anniversary this year.
- i. October Date – Sunday Oct 15 with rain date of Sun Oct 22
  - ii. Liquor permits and insurance obtained – Ashley Royal
  - iii. Cheese & Crackers – Need trays made up. GiGi Williams has volunteered to make and also have several boards that we can auction off. Lynn Black will also do some vegetable platters.
  - iv. Music – Highland North. Ann Schneider to talk to Caroline Ruch about having her son play.
  - v. Wine – Ann Schneider to talk to Bistro 150 with Jennifer as bartender.
  - vi. Maureena Shepherd will sponsor the event at \$300
  - vii. Process for registration, admission, and Parking – SECU, ORES, etc.
  - viii. Coolers for ice & dispensers for Iced Tea or Lemonade/Water bottles
  - ix. Will need volunteers to help.
  - x. Tours of the house registration and a handout narrative will be worked on. Ann Schneider and Sandra Smith.
  - xi. Ad in the NWO – Information was in the NWO in conjunction with the 25<sup>th</sup> Anniversary events. Sue Madison and Ann Schneider
8. Additional items

Meeting Adjourned

The next meeting will be on October 10, 2023 at 7pm.