



OAK RIDGE SPECIAL EVENTS COMMITTEE Meeting Minutes February 13, 2024 – 7pm

Attendees: Claudia Whitaker, Courtenay Harton, Caroline Ruch, Rose Shetzly, Olivia Rudolph, Martha Pittman and Patti Dmuchowski

1. The meeting was called to order at 7:04 by Patti Dmuchowski
2. The agenda was approved with a motion by Claudia Whitaker and 2nd by Diana Macklin. Motion carried.
3. The minutes from January 9, 2024 were approved with a motion from Caroline Ruch and 2nd by Rose Shetzly. Motion carried.
4. Veterans Fundraising to date:
 - a. Current Total is \$253,395.39 (needs to be verified with Sandra Smith)
 - b. Capital Projects Meeting on Feb 14, 2024. Patti Dmuchowski to attend to see if 2024 Capital Projects can include boardwalk costs of \$65K.
 - c. Caroline Ruch indicated that the DAR organization is considering a donation to the Veterans Green and would like to recognize Nathanael Greene. Patti Dmuchowski to follow up on.
5. Welcome Martha Pittman to our committee. Long time town volunteer, former Town Council member and all-around terrific supporter of all things Oak Ridge.
6. Special Events Calendar for 2024:
 - a. 25th Anniversary ‘Volunteer’ dinner – January 20 completed.
 - b. Memorial Day Ceremony – Monday, May 27
 - c. Kids Bike Parade – Thursday, July 4 (Shelter #1 reserved)
 - d. 911 – Sunday, Sept 8
 - e. Heritage Day – Saturday, September 28 – need to decide on contest.
 - f. Veterans Day – Monday, Nov 11
 - g. LUN – Saturday, December 7
7. LUN
 - a. Discussion on additional lawn decorative items. The Committee needs to investigate available options and also storage concerns for the items.
 - b. ORES Choir will participate but does not want to sing at the tree. The committee felt that it is difficult to move the choir from the tree area. All favored the continued tradition of having the singers at the tree when the lights go on. Patti Dmuchowski to investigate the name of the choir contact that Jim Kinneman provided this past year.
 - c. Music Speakers at the park were included in the P&R Advisory Board’s priorities (2nd on the list). To be discussed at the 2024 Capital Projects meeting on Feb 14.
8. Oak Ridge 25th Anniversary Celebration – January 20, 2024

- a. Congrats to all on a very special night! Well done by all.
 - b. Review what went right and improvements for next time.
 - i. The music, food and the slide show were terrific.
 - ii. No butter included for the rolls and the food provided would not have served 125. Caroline Ruch has already followed up with the caterer and we did get a slight price break.
 - iii. Invites needed to be handled on a timelier basis. Also noted was that all favored formal invites are mailed out to the invitees.
 - iv. Thanks to Diana Macklin for putting all the tablecloths in the storage shed.
9. Budget
- a. Review 2023 Budget
 - b. Create 2024 Budget
 - c. Items noted and Patti Dmuchowski to update the budgets.
10. Additional Business
- a. Historic Tour of Oak Ridge – Spring 2025
 - i. Caroline Ruch detailed the event. She and Debbie Shonefield will handle the organizational pieces of the event.
 - ii. They only need Special Events to coordinate the volunteers, 75-100. The committee felt that we could participate if it was limited to this scope.

Meeting Adjourned at 8:15 with a motion by Caroline Ruch and 2nd by Rose Shetzly.

The next meeting will be on March 12, 2024 at 7pm