



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

March 12, 2024 – 7pm

Attendees: Barb Engel, Amy & Brent Carrickhoff, Diana Macklin, Rose Shetzley, Sue Madison, Ann Schneider, Martha Pittman, Claudia Whitaker, Ben Walraven and Patti Dmuchowski

1. Call to Order at 7:00pm - Patti Dmuchowski
2. Approve Agenda – Motion by Diana Macklin and 2nd by Martha Pittman. Motion approved.
3. Approve Minutes from February 13, 2024 – Motion by Barb Engel and 2nd by Ann Schneider. Motion approved.
4. Veterans Fundraising to date:
 - a. Current Total for the initial construction is \$246295.39 (still needs to be verified with Sandra Smith)
 - b. The current total donated for the next stage is \$11,100. Of this total, \$2,200 was collected in March with our last push for pavers.
 - c. Capital Projects Meeting on Feb 14, 2024. Patti Dmuchowski attended and the CIP for 2024/2025 includes \$50K for the Veterans Honor Green.
 - d. Ordering of engraved pavers & ad for NWO and social media. Thanks to Sue Madison for her work. Patti Dmuchowski to complete review of pavers with donors to verify inscriptions.
5. Special Events Calendar for 2024:
 - a. 25th Anniversary ‘Volunteer’ dinner – January 20 - completed.
 - b. Memorial Day Ceremony – Monday, May 27th, Town Hall. Need to get a new banner made. Patti Dmuchowski to coordinate. Also order a round Oak Ridge logo for the podium.
 - c. Kids Bike Parade – Thursday, July 4 (Shelter #1 reserved).
 - d. 911 – Sunday, Sept 8
 - e. Heritage Day – Saturday, September 28 – We need to decide on the type of baking contest.
 - f. Veterans Honor Green “Thank You” reception for major donors.
 - g. Veterans Day – Monday, Nov 11 at 10am.
 - h. LUN – Saturday, December 7
6. LUN
 - a. \$3,000 is included in the new budget for additional decorations. Bill Bruce asked for some specifics and I said possible 2 or 3 large displays which average approximately \$800 each. This would be for the empty fields next to Terry’s old house.
 - b. Discussion on replacing the ORES choir with another that can perform at the tree. The group decided that we should still have the ORES choir but have them earlier and locate

them by Santa. Patti Dmuchowski to follow-up on. Will need to get another group for the lighting of the tree. Possibly the couple we had last time.

- c. Music Speakers at the park were included in the P&R Advisory Board's priorities (2nd on the list). After discussion with John Browning and Adrienne, the new sound system will not be available for the Kids 4th of July Bike Parade. Money will just become available July 1 when the new fiscal year starts. Hopefully we will have it for the month of December when the luminaries are on.
7. Budget
 - a. 2024/2025 Special Events Budget was submitted to Bill Bruce on March 1, 2024. Waiting for approval from the Finance Committee and then approval from the Town Council.
 8. Special Town Council called meeting – Monday, March 11, 2024. No changes to the current processes/procedures.
 - a. Committee appointment procedures.
 - b. Standardize Committee sizes.
 - c. Ethics Policy, Conflict of Interests, Mission Statement, social media Policy, etc.
 9. Election of Special Events Chairperson
 - a. Patti Dmuchowski was reelected as Chairperson.
 10. Additional Business
 - a. Develop Mission Statement. Ann Schneider to review our prior work on developing this. Discussions were held while developing the Honor Green project.

Meeting Adjourned with a motion from Barb Engel and 2nd by Ben Walraven. Motion approved.

The next meeting will be on April 9, 2024 at 7pm