



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

June 11, 2024 – 7pm

Attendees: Diana Macklin, Ben Walraven, Brent Carrickhoff, Ann Schneider, Olivia Rudolph, Courtenay Harton, Barb Engel, Rose Shetzley, Sue Madison, Caroline Ruch, Claudia Whitaker and Patti Dmuchowski

1. Call to Order at 7:02 - Patti Dmuchowski
2. Approve Agenda – Motion by Diana Macklin and 2nd by Ben Walraven. Motion carried.
3. Approve Minutes from April 9, 2024
 - a. Minutes have “agenda” in title
 - b. Corinne’s name is misspelled
 - c. Amy and Brent’s last name is spelled incorrectly in Section 6

Minutes were accepted with amendments noted. Motion by Ben Walraven and 2nd by Barbara Engel. Motion carried.

4. Veterans Fundraising to date:
 - a. Current Total for the initial construction is \$246295.39 - still needs to be verified.
 - b. The current total donated for Phase 2 is \$12,750.00. The Town Council has allocated \$50k in the new 2024/2025 town budget which was approved last Thursday.
 - c. The first order for pavers has been sent in. Starting 2nd order of pavers requests coming in. Plaque names still need to be verified. The plaque is 5 X 9 which may be too small to have both levels of donors on it. Will look at it once Mark Reeves has put it together.
 - d. Construction has started!!
 - e. Instructions for sealing the pavers have been sent and forwarded to Bill Bruce and Brock Dunigan.
 - f. Ben Walraven questioned if the bidding can start now for Phase 2 (boardwalk) now that the budget has been passed. Ann Schneider explained that Bill Bruce prefers to start new projects after July 1, when the new fiscal year starts. She will mention to Bill Bruce.
5. Special Events Calendar for 2024:
 - a. 25th Anniversary ‘Volunteer’ dinner – January 20 - completed.
 - b. Memorial Day Ceremony – Monday, May 27th, 2024 – completed
 - i. Terrific ceremony with the Scouts, OR Baptist Band and guest speaker, Bill Trivette.
 - c. Kids Bike Parade – Thursday, July 4 (Shelter #1 reserved).
 - i. Sue Madison working on the ad. Will submit on Thursday based on input from the group.

- ii. Dr. Timara Schweizer will provide a free bike via a drawing for the kids. Rose Shetzley will supply the tickets for the drawing and a box to put them in. The tickets will have their name and phone number. The winner will be drawn after the parade is completed at 12:00. Dr. Timara will follow up with the parents as to the size of the bike needed.
 - iii. To the Moon and Back Frozen Treats will be back again this year with free ice cream for the kids.
 - iv. Lowes Food will provide free water and cookies. Patti Dmuchowski will need to provide a number to them. Barb Engel will provide a table and tent.
 - v. Patti Dmuchowski checked on Mike at the concession stand for hot dogs, chips and soda. He is available and will tell us a price for free hot dogs for kids to see if it is doable.
 - vi. SE volunteers are Ann Schneider, Barb Engel, Diana Macklin, Martha Pittman, Corinne Pickford, Rose Schzke, Claudia Whittaker.
 - vii. Diana Macklin and Brent Carrickhoff will check out the supplies at the SE storage. There should be a box filled with the bike decorations and another with patriotic decorations.
 - viii. Barb Engel requested bins to put the different decorations in for the kids to choose. Also need tape, scissors, tie wraps, hammer and a 1st aid kit.
 - ix. Looking for someone to do face painting. Olivia Rudolph will check out the scouts. Caroline Ruch noted that we have a paint pallet left over from the Heritage Park grand opening that we could use.
 - x. Brent Carrickhoff will check with Brock Dunigan on having field #2 available for the kids to play on after they have decorated their bikes. He will also see if we can borrow the golf cart to decorate and lead the parade with.
 - xi. Patti Dmuchowski will order lawn signs (one for each side of the sidewalk) for the parade:
 - 1. "Start of Parade" – Ages 8 & UP "Please do not pass the golf cart"
 - 2. "Parade Line Up - Ages 7 - 5 and Families"
 - 3. "End of Parade Line Up – Ages 4 & Under & Families"
 - xii. The parade will start at the intersection of the sidewalk along Field #2 and the sidewalk up to the concession stand. The scouts will be stationed there for presentation of the colors, the pledge of allegiance and the national anthem. The golf cart will be driven and decorated by Diana Macklin and Amy Carrickhoff. Olivia Rudolph will also see if she can have scouts stationed along the route to keep folks on track.
 - xiii. Patti Dmuchowski to check if the town still has their megaphone to borrow.
 - xiv. The parade route will go around the outer loop of the front lawn.
 - xv. Brent Carrickhoff to check if we have speakers in the concession stand. Ann Schneider to check with Adrian Eckenrod on how they do the music for the football games. We need to have patriotic music playing the whole time.
 - xvi. Patti Dmuchowski will contact the local TV station to post the event for us.
- d. 911 – Sunday, Sept 8
 - e. Heritage Day – Saturday, September 28 – Decided on fruit pies for bake contest.

- i. Will need judges and volunteers for the day.
 - f. Veterans Honor Green “Thank You” reception for major donors.
 - g. Veterans Day – Monday, Nov 11 at 10am.
 - i. Speaker Sharon Hovis and scouts in place. Ann Schneider to follow up on the speaker.
 - ii. Scouts will provide additional resources.
 - iii. Music Concert – Stokesdale band – Mike Kimmel from Parks & Rec.
 - iv. Contact Fox News to cover
 - h. LUN – Saturday, December 7
- 6. LUN
 - a. \$3,000 is included in the new budget for additional decorations for the empty field. Diana Macklin has a couple of brochures with items to purchase. She will discuss with the LUN Committee and contact the vendors if warranted.
 - b. The sun will set at 5:04pm so we should turn on the lights after that.
 - c. ORES children’s choir is scheduled to sing by Santa’s stage. Ann Schneider to contact the couple that sang last year to see if they can do again.
 - d. Continue to push for music during the month of December for “strollers”.
 - e. Barb Engel has lined up the Destination Arts, food vendors and craft vendors. Gray will not be doing the “Grinch” ride again but has offered his wagon for the kids to ride in. Patti Dmuchowski will follow up with Randy Collins to see if he still has the rails that we could borrow.
 - f. We need to check with Kyle Anders if he would be able to drive his tractor to pull the wagon. Only one tractor is needed.
- 7. Additional Business
 - a. Courtenay Harton to put up the 4th of July wreaths on the town’s entrance signs.
 - b. Kudos to Caroline Ruch and the SE volunteers for making the grand opening of the Heritage Park so successful. Amazing job by all.
- 8. Meeting was adjourned at 8:30 with a motion from Ben Walraven and Claudia Whittaker, no discussion and motion carried.
- 9. The next meeting will be July 9, 2024