



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### August 13, 2024 – 7pm

**Attendees:** Patti Dmuchowski, Ann Schneider, Barb Engel, Diana Macklin, Amy & Brent Carrickhoff, Claudia Whitaker, Sue Madison, Courtenay Harton, Corinne Pickford and Martha Pittman

1. Call to Order at 7:00 pm - Patti Dmuchowski
2. Approve Agenda – Motion by Barb Engel & 2<sup>nd</sup> by Amy Carrickhoff. Motion passed.
3. Approve Minutes from June 11, 2024 - Motion by Amy Carrickhoff & 2<sup>nd</sup> by Diana Macklin. Motion passed.
4. Veterans Fundraising to date:
  - a. The current total donated for Phase 2 is \$15,880.
  - b. Current Status of Phase 2 – Ann Schneide. Expect completion in September. Discussions continue on Phase 2. Waiting on granite delivery schedule.
  - c. A 2<sup>nd</sup> order of pavers has been sent in.
  - d. Names for plaque and benches have been sent in.
  - e. Discussion on Grand Opening in early October. Invite all donors and lemonade and cake in the shelter. Patti Dmuchowski to reserve.
  - f. Ad in the NWO thanking all major donors. Special thanks to Mark and invite to the Grand Opening. Sue Madison
  - g. Patti Dmuchowski spoke to Bill Bruce on having a DOT sign on 150 the Veterans Honor Green. He will investigate.
5. Special Events Calendar for 2024:
  - a. 25<sup>th</sup> Anniversary “Volunteer” dinner – January 20 - completed.
  - b. Memorial Day Ceremony – Monday, May 27<sup>th</sup>, 2024 - completed
  - c. Kids Bike Parade – Thursday, July 4, 2024 - completed
    - i. What went right:
      1. Great family participation.
      2. Wonderful vendors including To the Moon Frozen Treats, Lowes Foods and Oak Ridge Pediatric bike raffle.
    - ii. What could be improved up:
      1. More signage for the bike route. Possible use of chalk to mark the route on the sidewalks.
      2. Review the instructions for Scouts placement of their flags.
      3. Start the parade further back from the sidewalk and concession sidewalk. They could setup between Field 1 & 2 at the scoreboard.
      4. Continue to work on music.
      5. Decorations that do not shed. More small flags.
      6. Hot Dog Vendor was not on time.

7. Follow up with Lions Club on why they did not participate with Hot Dogs this year – Patti Dmuchowski.
  8. Use of the Field for games was not used due to the hot temperatures. Maybe a sprinkler next year.
- d. 911 – Sunday, Sept 8 – Patti Dmuchowski
    - i. Need signs & lights from shed - Brent Carrickhoff
    - ii. Scouts will participate.
  - e. Heritage Day – Saturday, September 28, 2024
    - i. Fruit Pies
    - ii. Rules and Entry forms updated & posted on OR Web Site & social media.
    - iii. Judges – Gigi Williams and Regina Englishman
    - iv. Need Volunteers & Decorations for Tent:
      1. Sue Madison, Ann Schneider, Rose Shetzly, Amy Carrickhoff and Patti Dmuchowski. Barb Engel and Diana Macklin to check their schedules.
      2. Decorations – Patti Dmuchowski will provide the bakers rack, tablecloth, hay bales and pumpkins. Rose Shetzley will provide paper bowls (suggested as the pies might be messy), forks and napkins.
      3. Cost of pies will be \$25, and slices will be \$5.00. Leftovers will be given to the Fire Dept. Any donations to the VHG.
      4. Awards – Patti Dmuchowski will order 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> ribbons and get \$50, \$25 and \$15 gift cards from Lowes.
      5. Will need a cash box from Ashley Royal. Patti Dmuchowski
    - v. Ad for NWO was completed – Sue Madison.
  - f. Veterans Honor Green “Thank You” reception for major donors still being discussed.
  - g. Veterans Day – Monday, Nov 11 at 10am.
    - i. Speaker Sharon Hovis and Scouts in place.
    - ii. Music Concert – Stokesdale choir & OR Baptist Church Band – Patti Dmuchowski
    - iii. Scouts will be there as well as some added surprises.
    - iv. Ad for NWO – Sue Madison
  - h. LUN – Saturday, December 7, 2024
6. LUN
- a. \$3,000 is included in the new budget for additional decorations for the empty field. Diana Macklin & Amy Carrickhoff. The group will develop a “Theme” for the decorations.
  - b. Status of Craft & Food Vendors is going well – Barb Engel. Not sure about a magician this year. Last year the one arrived too early and was expensive. Barb Engel to investigate.
  - c. Kyle Anders will drive the Grinch tractor. Patti Dmuchowski to provide information to him and check with Randy Collins on coordinating the wagon, side rails and steps.
  - d. Additional discussion on using the Community Farmhouse for movies and hot chocolate on Tuesdays and Thursdays while the luminaries are being displayed. Patti Dmuchowski to investigate the cost of screen and projector. Thinking of short films like Rudolph and Frosty the Snowman. Picnic benches, blankets for families to sit on. Depends on progress of the construction of the Farmhouse.

- e. Amy Carrickhoff to talk to Tiffany Hansen about doing the “Letters to Santa” which was a big success last year. Tiffany needs time parameters. Not listed on last years schedule, see below.
  - f. All would like to have face painting, but we do not have volunteers and too time consuming. Maybe a better way would be just to use simple tattoos. Patti Dmuchowski will follow up with Olivia Rudolph to see if this is possible for a scout to handle. Special Events will purchase the tattoos.
  - g. Patti Dmuchowski will try and include speakers at the concession stand in next years CIP budget. Not possible for this year.
7. Additional Business – Vote on changing meeting from 2<sup>nd</sup> Tuesday of month to 2<sup>nd</sup> Thursday. Barb Engel made the motion and Claudia Whittaker 2<sup>nd</sup>. Motion carried. Still needs to be approved by Town Council.
  8. Adjourn - The next meeting will be September 12, 2024

**Lun Timetable from 2023 (discussion needed for 2024)**

10:00 – 1:00 – Craft Vendors and Food Trucks Set-up

1:00 – Tractors arrive for Grinch ride

2:00 – Tractor rides start

2:00 – Central Baptist Band starts playing

2:00 – Magician starts his show up by the Concession stand

3:00 – Destination Arts starts their performance

4:00 – Santa arrives

5:00 – Community sing by the Christmas Tree

6:00 – Lighting of the Christmas Tree

6:30 – Santa finishes up at his station

7:00 – End of LUN