



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

September 12, 2024 – 7pm

Attendees: Barb Engel, Diana Macklin, Sue Madison, Rose Shetzley, Patti Dmuchowski, Olivia Rudolph, Ben Walraven, Caroline Ruch and Brent Carrickhoff

1. Call to Order at 7:00pm - Patti Dmuchowski
2. Approve Agenda – Motion from Ben Walraven, 2nd Diana Macklin & motion carried.
3. Approve Minutes from August 13, 2024 – Motion from Barb Engel, 2nd by Sue Madison & motion carried.
4. Veterans Fundraising to date:
 - a. The current total donated for Phase 2 is \$16,617 & reconciled with Sandra Smith.
 - b. Current Status of Phase 2. Bill Bruce will do another round of bids and use Mark Reaves again for consultation – Patti Dmuchowski
 - c. 2nd Order of Pavers – scheduled delivery in 4 weeks.
 - d. Discussion on Grand Opening on October 24, 2024.
 - i. Committee prefers a 5pm start time to accommodate working folks.
 - ii. Shelter reserved - Patti Dmuchowski.
 - iii. Ribbon, Bow, scissors & stantons – Caroline Ruch
 - iv. Invites, Ad & Social Media – Barb Engel & Sue Madison
 1. Check if staff can print invites from current invitation stock
 2. Create Invite list – Patti Dmuchowski
 3. Invite process and advertising for all events (see attachment) – Patti Dmuchowski
 - v. Program, redo large donor & easel – Patti Dmuchowski
 - vi. Cookies, waters and paper products – Patti Dmuchowski
 - vii. Invite Veterans from Mt. Bethel Church group – Patti Dmuchowski
 - viii. Danny Yanusz to sing National Anthem
 - e. Place Ad in the NWO thanking all major donors. Special thanks to Mark & Anna Reaves and invite to the Grand Opening. Sue Madison
 - f. Create street banner & placement – Patti Dmuchowski
5. Special Events Calendar for 2024:
 - a. 25th Anniversary “Volunteer” dinner – January 20 - completed.
 - b. Memorial Day Ceremony – Monday, May 27th, 2024 - completed
 - c. Kids Bike Parade – Thursday, July 4, 2024 - completed
 - d. 911 – Sunday, Sept 8, 2024 – completed
 - e. Heritage Day – Saturday, September 28, 2024
 - i. Fruit Pie entries due at 10:00am

- ii. Tables, decorations, bowls, utensils, aluminum foil, & bakers rack – Patti Dmuchowski, Rose Shetzley & Sue Madison
 - iii. Cash box from Ashley Royal – Patti Dmuchowski
 - iv. Rules and Entry forms have been updated & posted on OR Web Site & social media.
 - v. Judges – Gigi Williams and Regina English
 - 1. Need judging sheets
 - 2. Number entries as received
 - 3. Prize ribbons & gift cards – Patti Dmuchowski
 - 4. Cost of a piece of pie will be \$3.00, a full pie will be \$25.00 and water will be \$1.00
 - 5. Have Genevieve Geib make up a sign with prices. Rose Shetzley has a frame to hold.
 - 6. Leftovers to the fire department and donations for the VHG.
 - vi. Volunteers & Decorations for Tent in place – Rose Shetzley, Sue Madison, Amy Carrickhoff and Patti Dmuchowski. Barb Engel and Diana Macklin to check their schedules if available.
 - vii. Check with Sandra Smith on availability of tent and placement at the end of an aisle – Patti Dmuchowski.
- f. Veterans Day – Monday, Nov 11 at 10am.
- i. Speakers Jon Hardister, Sharon Hovis and Scouts in place.
 - ii. Danny Yanusz to sing National Anthem
 - iii. Music Concert – Stokesdale choir & OR Baptist Church Band – Patti Dmuchowski
 - iv. Ad for NWO – Sue Madison
 - v. Check street banner – Brent Carrickhoff
- g. LUN – Saturday, December 7, 2024
6. LUN – December 7, 2024 (suggested schedule attached)
- a. Status of Craft & Food Vendors is going well – Barb Engel.
 - b. Kyle Anders will drive the Grinch tractor. Check with Randy Collins on coordinating the wagon, side rails and steps - Caroline Ruch and Barb Engel
 - c. Barb Engel has confirmed that Santa will be available again this year.
 - d. Will need 2 scouts for the Grinch ride – Olivia Rudolph
 - e. Tiffany Hansen will do the “Letters to Santa” again – Amy Carrickhoff
 - f. Face tattoos for the kids – Olivia Rudolph to check with scouts and Amazon
 - g. Barb Engel to check if her granddaughters will be elves again. If not, maybe the scouts will do.
 - h. Music can be set up like we did at the 4th of July. Note that we will have 3 musical groups performing – Ann Schneider and Brent Carrickhoff
 - i. Diana Macklin presented two types of hard rubber wire covers for the sidewalks that would replace the placing of tape on the current ones. A 3 pack is \$40, and we need a total of 12. Patti Dmuchowski approved her ordering them.
 - j. Diana Macklin also continues to look for the large light displays for the lawn.
 - k. Ann Schneider has found a person that could do large wood cutouts such as a reindeer and we could use a spotlight to illuminate. Ann Schneider can also talk to him about

doing a character cutout that kids could get their pictures taken with. Possibly a Grinch by the tractor while the kids are waiting in line.

- l. Patti Dmuchowski to meet with Danny Yanusz to discuss lights across the sidewalk up to the concession stand where Summit Church is providing hot chocolate.
 - m. Martha to check with Summitt and confirm they will again provide hot chocolate.
 - n. Monday, Dec 2, luminary inventory & checking that lights are operational – Amy & Brent Carrickhoff and Diana Macklin. The group noted that it will be easier this year as the lights are stored in the new shed and it has electricity. Also, proximity when bringing out for set-up.
 - o. Tuesday – Wednesday, Dec 3 and Dec 4, volunteers will set up luminaries.
 - p. Brent Carrickhoff to decide on needed supplies, i.e., bulbs, covers, etc. that we should have on hand.
 - q. Patti Dmuchowski to check on costumes, i.e., Elisa and Anna from Frozen for photo ops on the stage before Santa gets there. Parents to take the pictures
 - r. Martha Pittman to check with Summitt and confirm they will again provide hot chocolate.
 - s. Patti Dmuchowski will send an email to Brock Dunigan & copy Bill Bruce on our P&R needs for the LUN event.
7. The meeting was adjourned at 8:30 with a motion from Ben Walraven, 2nd by Barb Engel and motion carried. - The next meeting will be October 14, 2024

Lun Timetable 2024– To Be Adjusted as We Get Closer

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

1:00 – Tractor arrive for Grinch ride

2:00 – Tractor rides start

2:15 – Pictures with characters

2:00 – Central Baptist Band starts playing

3:00 – Destination Arts starts their performance

4:00 – Tractor rides end

4:00 – Santa arrives

4:15 – ORES sings by Santa

5:00 – Community sing by the Christmas Tree – OR Presbyterian Choir

6:00 – Lighting of the Christmas Tree

6:30 – Santa finishes up at his station

7:00 – End of LUN

Advertising & Invite Process for Special Events – Sue Madison & Barb Engel

Place events in Northwest Observer under Community Events

Place Ad in the NWO

Create street banner

Create Flyers for local businesses

Notify NWO of event for coverage

Notify Kernersville News for coverage – need contact info

Notify Local TV station for coverage – need contact info

Place on OR Town Web Site

Place on OR Facebook Page

Place on Nextdoor

Notify key participants on email also

Create invite list if required either by formal invite or email invite for Grand Opening and Veterans Day 2024:

Town Council

Town Staff

NC State Representatives – Veterans Day

Guest Speaker

Major Donors

Donors – via email for Veterans Day

Fire Department

Scout Leader

Musical Performers