



OAK RIDGE SPECIAL EVENTS COMMITTEE Meeting Minutes November 14, 2023 – 7pm

Attendees: Amy & Brent Carrickhoff, Ann Schneider, Danny Yanusz, Claudia Whitaker, Courtenay Harton, Caroline Ruch, Corinne Pickford, Sue Madison, Diana Macklin, Ben Walraven

1. Meeting was called order at 7:11 - Patti Dmuchowski
2. Agenda was approved – motion by Amy Carrickhoff and 2nd by Diana Macklin – motion adopted.
3. Minutes were approved from October 10, 2023 – motion by Corinne Pickford and 2nd by Courtenay Harton – motion adopted.
4. Veterans Fundraising to date:
 - a. Current Total is \$244,091.15
 - b. Waiting on new bids due – Nov 21, 2023 – with and without boardwalk
 - c. All the paver request forms from the Veterans Day event were taken.
5. Special Events Calendar for 2023:
 - a. **Memorial Day Ceremony** – completed.
 - b. **Kids Bike Parade** – Tuesday, July 4, 2023 – completed.
 - c. **911** – Sunday, Sept 10, 2023 – completed.
 - d. **Heritage Day** – Saturday, September 30. 2023 - completed
 - e. **Veterans Day** – Saturday, Nov 11, 2023 – completed. Good ceremony and with a terrific crowd. Rev Roy Carter was the speaker.
 - f. **Charles Benbow House 200th Anniversary this year** – completed. Next time need to review liquor prices.
 - g. **LUN** – Dec 2, 2023 at 2pm to 7pm
 - i. Ben Walraven noted that we will need to purchase additional “torpedoes” Diana will look into this and let us know what is required.
 - ii. The group believes we are good on the supply of “spikes” for the luminaries.
 - iii. Danny gave a demo on his idea for the 25th sign to be displayed with the stars. The group liked the idea and Diana Macklin, Amy Carrickhoff, Ben Walraven and Danny Yanusz will work on it. Patti Dmuchowski to get a 25th sign from API made.
 - iv. Ad & signage needs to be done. NWO publishes Nov 17– Sue Madison
 1. NWO has eliminated their Nov 30 issue. We will have just one ad this year.

2. Banner created with additional edits from Patti Dmuchowski, Sue Madison & Ann Schneider.
3. Social blurbs for OR Facebook, OR Website and NextDoor – Genevieve Geib for volunteers and event.
4. Schedule of event times for sandwich board. Patti Dmuchowski
5. Flyers around town – Diana Macklin
- v. Vendors – Barb Engel continues to send out flyers to the vendors. Caroline Ruch and Corinne Perkins will help on the day of the event
 1. Magician – substitute needed.
 2. Destination Arts
 3. Grinch
 4. Summit Church – to participate with Hot Chocolate & Photo OP
 5. Santa & Elves – need to discuss with firehouse folks. Amy Carrickhoff
 6. Food & Crafts
 7. Table & Volunteer to sell T-Shirts and ornaments. Cash Box & square – Ann Schneider
- vi. Scouts’ participation – Olivia Rudolph
 1. Help Vendors unload & load.
 2. Help set-up luminaries.
- vii. ORES kids’ choir – not available. Will do community sing at the tree.
- viii. OR CBC band will perform.
- ix. Grinch
 1. Brent Carrickhoff found the box at the garage that has the Grinch decorations.
 2. Sue Madison has the costumes.
 3. Need 2 volunteers to be the Grinches – Patti Dmuchowski
 4. CD players – Amy Carrickhoff and Patti Dmuchowski
 5. Determine route that goes around the entire park.
 6. Look into different step up onto the tractors.
 7. Linda Green to supply the hay bales and side rails. Sue Madison and Rose Shetzley will decorate.
- x. Music to be played during event. Diana Macklin to try her Boise speaker at the park and see how they sound. Could purchase speakers from Costco.
- xi. Diana Macklin also noted that she and Amy Carrickhoff will look into getting an 8 x 8 “rug” for the Santa platform.
- xii. Volunteer Set-Up of Luminaries at the Park - Nov 28, 2023 at 9:00am – 3:00pm
 1. Will need social media blurb the prior week to get volunteers.
 2. Schedule of bringing Luminaries & other “stuff” from garage. 8am – Brent Carrickhoff and Park Staff (ok per Terry L)
 3. Amy Carrickhoff has created a manual for setting up the luminaries. Genevieve Geib to make copies.
 4. Genevieve Geib to send out an email for volunteers to the following groups:
 - a. Lions

- b. Womens Club of Guilford
 - c. Kiwanis Club
 - d. Garden Club
 - xiii. Additional concern of electrical available – use scoreboard outlets (extension cords?)
 - xiv. Concern with shadows on pictures with Santa. Will check with Danny Yanusz on different type of bulbs and positioning of the lights.
 - xv. Purchase additional light bulbs for Brent Carrickhoff to have on hand for maintenance purchases.
- 6. **Oak Ridge 25th Anniversary Celebration** – Patti Dmuchowski & Caroline Ruch
 - a. Decorating Committee - Rose Shetzley, Caroline Ruch, Courtenay Harton & Claudia Whitaker
 - i. Review Checklist – Rose Shetzley
 - ii. Caroline to check with the Caterer if they provide plates, utensils, and napkins. She does not believe so.
 - iii. The committee will purchase the tablecloths.
 - b. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm – 9pm.
 - c. Deposits have been sent to Phyllis Rowe from Sandra Smith.
 - d. Ads need to be developed – Sue Madison
 - e. Banner will be needed to put up on the stage – Sue Madison, Ann Schneider & Patti Dmuchowski
 - f. Balloons for the stage.
 - g. Use the 25th Board that is created for LUN.
 - h. Invitations, badges, and programs to be coordinated with Sandra Smith.
 - i. ORMA and the Scouts will participate in the affair.
 - j. Pastor Mike will work the media at no charge.
 - k. Band will be “Soggy Bottoms” - Ann Schneider
 - l. 25th Swag available for purchase
 - i. Christmas Ornaments
 - ii. Lapel pins – Ann Schneider & Sandra Smith
 - iii. T-Shirts
 - m. Catering (budgeted 150 people at \$20)
 - i. Caroline Ruch - “An Event to Remember” Caterer has penciled us in.
 - ii. Cakes will be done by Regina Englishman – Claudia Whitaker
- 7. Patti Dmuchowski and Ann Schneider need to distribute T-Shirts to Committee members that have not received them yet. Email sent out to all Committee members to come & pick up. Also take inventory of the Christmas ornaments.

Meeting Adjourned

The next meeting will be on December 12, 2023 at 7pm.