



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes**  
**December 12, 2024 - 7pm**

**Attendees: Amy & Brent Carrickhoff, Ann Schneider, Ben Walraven, Diana Macklin, Barb Engel, Sue Madison, Carolyn Ruch, Rose Shetzley, Olivia Rudolph and Patti Dmuchowski**

1. Meeting was called to order at 7:15 - Patti Dmuchowski
2. Approve Agenda – Motion by Ben Walraven and 2nd by Rose Shetzley, motion carried.
3. Approve Minutes from November 14, 2024, as amended. Ann Schneider noted that the bids for Phase II will still be needed. Correction: hiring a landscape architect without a general contractor will likely lower the cost of phase 2. The town will still need to do the bidding process. Motion made by Sue Madison, 2nd by Olivia Rudolph, motion carried.
4. Veterans Fundraising to date:
  - a. We are still waiting for a sign-off from Phase I; Bill Bruce and Mark Reaves will handle. There is also an issue with not having a water connection to the site, which was an oversight. Bill Bruce will resolve (est. cost \$2-3K).
  - b. 3rd Order of Pavers – waiting on required limits.
  - c. Once completed, the project will be \$10-\$13K under budget. Patti and Ann will work with Bill Bruce to try to keep this amount in reserve for use in funding Phase II.
  - d. Current Status of Phase 2: Mark Reaves is finalizing construction documents so that Town staff can bid it out. Will continue to follow-up with Bill Bruce.
  - e. The current total donated for Phase 2 is over \$20,000. \$50K in the current town budget.
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 – completed
  - e. Heritage Day – cancelled
  - f. Grand Opening & Veterans Day – Monday, Nov 11 at 10am – completed
  - g. LUN – Saturday, December 7, 2024 – completed

## 6. LUN

### a. What went right:

- I. Santa was great again this year. Suggested schedule him to come earlier, i.e., 3:30 instead of 4:00 so there is not so much lull between lighting the tree. Additional candy canes are needed for next year.
- II. Barb Engel did a great job again with the vendors. Caroline Ruch was a terrific help in directing the vendors.
- III. The new light arches were amazing, and many folks used them as a photo backdrop. We need to decide if we order more for next year.
- IV. Tattoos by the scouts were a hit. Tiffany Hansen's letters to Santa were also great and she ran out of forms. She had brought 100.
- V. Kyle Anders did a terrific job as the Grinch. He went longer than he was scheduled for. Sue Madison and Rose Shetzley did a great job organizing.
- VI. The OR jumpers were a welcome addition.
- VII. Destination Arts and the ORES Choir did a great job. Noted that most parents left as soon as the performances were completed.
- VIII. The Confident Kids raffle also provided some added interest.
- IX. A big Thank You to Ramilya Siegel for sponsoring the night with \$1,000.

### b. What could be improved upon:

- I. We need to have additional help from the Parks & Rec folks. Especially with pounding in the stars. This needs to be approved by Bill Bruce, Ashley Royal and Brock Dunigan. We could also use their help with getting the luminaries out of the shed and placed around the park based on directions from Amy Carrickhoff and Diana Macklin. Patti Dmuchowski needs to write up specifics to Bill Bruce, Ashley Royal and Brock Dunigan.
- II. Help from the Parks & Rec staff to help put away the luminaries and stars.
- III. Use a weekend to install the luminaries. The number of volunteers could be improved if we used Sat & Sun instead of a weekday. Scouts, students, ORYA and folks that work could possibly be available. We could use a "create an event" to have folks sign up for different times. Possible work in shifts.
- IV. Additional garbage units are needed by the Santa Station for hot chocolate cups.
- V. Additional signage around the park is needed.
- VI. The OR Baptist band was very good but could only be heard downstream from them. The OR Protestant Choir was a wonderful addition to the lighting of the tree with their sing along. Terrific surprise visit by the Grinch.
- VII. Continuous music is needed that can be heard throughout the park. Caroline Ruch to bring up to the Parks and Rec Advisory board and see if Adrienne Eckenrod has any ideas on how to accomplish this. Maybe have speakers at the concession stand that can also be used for other events at the park during the year.

- VIII. The baseball fields need to be locked when we are not using them. There was an issue with kids riding their bikes on the baseball fields.
- IX. Summit Church had an issue in the concession stand and was just a little bit late providing the hot chocolate.
- X. Lowes dropped off platters of cookies but there was no one to distribute them.
- XI. Olivia Rudolph could have used additional help with unloading the craft vendors.

c. Ideas for next year:

- I. Lights for the trees along Linville Rd in front of the Town Hall.
- II. Discuss the possibility of extending the luminaries on the new sidewalks up to the Farmhouse. Also, we will need to include decorating the Farmhouse.
- III. Label the walkways so folks know where the events are taking place. For example, Cocoa Way, Santa Lane, Tree Lane, Crafters Way, etc. Signage needs to be made and incorporated on the sandwich board and the ad.
- IV. Have kids' characters walking around the park before Santa.
- V. Investigate a "sock" ice skating" ring like Kernersville uses.
- VI. Have more activities earlier. An example is a Doggie Fashion Show, see attachment. Maybe coordinated by Annette Joyce and Sandra Smith. Also, maybe a movie at the new Farmhouse.
- VII. Ann Schneider needs to schedule a meeting with her friend, Dave, who is the wood worker for ideas for a sleigh and reindeer for the open field.
- VIII. Paint the sides of Santa Stage green.

7. Additional Items – There was a discussion on why we do not put up a banner across 150 to let folks know when the events are. The poles are owned by Duke and we do not have permission to put them up.

8. Motion to Adjourn at 8:30 with a motion by Amy Carrickhoff, 2nd by Ben Walraven and motion carried.

The next meeting is scheduled for January 14, 2025, but due to the January Town Meeting being scheduled at the same time, we will need to move our meeting.