



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### January 12, 2021 – 7pm

### Zoom Meeting

Attendees: Ann S, Claudia W, Barb E, Caroline R, Ben W, Patti D, and Gisela H

#### 1) Light Up the Night – Luminaries – Caroline R

- i) Take down and storage of the luminaries is scheduled for Wed and Thursday of this week.
- ii) Caroline will develop a process for the volunteers to use to take them down.
- iii) Patti will send out an email to get volunteers and see what is the best time for all.
- iv) Various ways were discussed to group the luminaries. Suggested groups of 12 (one string) in bundles of 4 in a large bag or shrink wrap them together. Ben and Caroline to work on which works best.
- v) Discussion followed on the short- and long-term storage of the luminaries. For now, they will be put in the Scoggins shed. Ben & Caroline to see how many would fit on a shelf and how many additional shelves would be needed. Further discussion needed.
- vi) Ben also suggested hanging them from the ceiling with some type of netting.
- vii) Long term still needs to be investigated with the Town.
- viii) Next years plans include adding at least an additional row down the middle by the Christmas Tree. This will balance out the existing row.
- ix) Great work by all involved and many compliments from the community.

#### 2) Publicity – Ben & Barb & Sue

- i) Review the images of the park once received from RR.
- ii) Keep the momentum going on the Veterans site for January. Maybe just a picture and a hint of what's to come.

#### 3) Veterans Site - Patti

- i) The Space branch will be included in the final rendering
- ii) Discussion continued with the name choices.
  - (1) The names we were left with were; Oak Ridge Veterans Circle of Honor, Oak Ridge Tribute to Veterans, Oak Ridge Veterans Place of Peace and Oak Ridge Veterans Honor Green.
- iii) Please send me your 1<sup>st</sup> and 2<sup>nd</sup> choice so we can narrow down further by the end of January.
- iv) Caroline, Ann, Bill Bruce and I met with Mark & Ann to discuss steps going forward. I will send the minutes out today to the Committee.
- v) Opinion of Construction Document updated by RR (sent earlier to the Committee)

- (1) Money to pay for the Construction Document work by Mark will be taken from the existing Veterans funds (\$10,000) and the remainder of the Consulting Line item in the town budget. This was \$10,000 but need to take out the fee from RR for the design work.
- (2) We will need to coordinate with the Town as they work on the infrastructure of the new park. We should continue to do as much as we can and will still have the opportunity to work out final details until the end.

#### 4) Fund Raising

- i) Need to work on this now that we have some concrete costs.
- ii) Will address in our February meeting.
- iii) Need to develop a smaller "pamphlet" for regular donations solicitation and a power point presentation for "larger" sponsors.
- iv) Need further discussion on working with the Town Council on their participation.

#### 5) Memorial Day 2021 Ceremony at Oak Ridge Amphitheater - Patti

- i) Same format as Veterans Day ceremony
- ii) Scouts have already been reserved, plus their brass instrument unit.
- iii) Scout Mia to report on her Eagle project of identifying Veterans buried in Oak Ridge.

#### 6) Budget Items - 2021

- i) Please give some thought to budgetary items we want to have included.
  - (1) Caroline will get the costs for additional luminaries.
  - (2) Courtenay will provide any updates for the Redmond house and the town entrances.
  - (3) I will use the same costs from last year on the standard events, i.e., Heritage Day, Parade, etc.
- ii) I will work on reconciling the 2020/2021 budget. Please make sure that you have submitted any receipts for our activities this year.
- iii) I will also be working on the 2021/2022 Budget to start reviewing in February with the Finance Committee.

Next regular meeting will be Tuesday, February 9, 2021 @7pm TBD