



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

June 13, 2023 – 7pm

Attendees: Amy & Brent Carrickhoff, Diana Macklin, Ben Walraven, Rose Shetzley, Sue Madison, Ann Schneider, John Brown, Claudia Whitaker, Courtenay Harton and Patti Dmuchowski

1. Meeting called to order at 7:00pm – Patti Dmuchowski
2. Review minutes from May 9, 2023 accepted as read with a motion from Amy Carrickhoff, 2nd by Diana Macklin and motion carried.
3. Veterans Fundraising to date:
 - a. \$211,513.24 (includes projected match) – Patti Dmuchowski
 - b. Still have approximately \$30k in grant money that we can match.
 - c. Additional folks to send requests out to from Ann Schneider & Ben Walraven – Patti Dmuchowski
 - d. New goal \$250
 - e. Ad out in NWO thanking folks – Sue Madison
 - f. Update the thermometer – Sue Madison
 - g. Update the poster with donor names – Genevieve Geib
 - h. Bids process – Attachment from Revington Reaves (RR).
 - i. Hope to sign the contract with RR at the beginning of July.
 - ii. In August send out the bids.
 - iii. On September 7 have a “bid opening” to see if we received any valid bids
 - iv. Coordinate with the Park Project (Barr Construction)
 - v. Should take 9 – 12 weeks to complete the Veterans Honor Green
4. Special Events Calendar for 2023:
 - a. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
 - i. Need volunteers – Amy Carrickhoff, Ann Schneider, Patti Dmuchowski, Diana Macklin, Rose Shetzley
 - ii. Develop Ad for NWO – Sue Madison
 - iii. Develop timetable for activities:
 1. 9:00 Volunteers arrive to decorate & set-up.
 2. 10:00 – Decorate the “wheels” at Shelter #1 (reserved)
 - a. Face Painting
 - b. Lions – Hot dogs/drink & chips
 - c. Checking on Scoop Zone if available for ice cream (Ashley)
 3. 10:30 – Welcome and Pledge of Allegiance

4. 10:45 – Line Up with Scouts Leading. Line up on the sidewalk between the dumpster and field. Walk all around the loop in the front part of the park. (Where the luminaries are placed)
 5. 12:00 - Cleanup
 - iv. Music – Amy Carrickhoff and Ann Schneider
 - v. Novelty bag for kids – Rose Shetzley & Diana Macklin. Patti Dmuchowski to give bags and “stuff” to them.
 - vi. Speakers – Ann Schneider
 - vii. Golf Cart – Decorate and use for checking during the event. Terry Landon has approved.
 - viii. Decorations – Patti Dmuchowski & Ann Schneider
 - ix. Sign – Sue Madison/Patti Dmuchowski. Can be put up 7 days before the event.
 - x. Ad for NWO – Sue Madison. Needs to be in by June 23, 2023
 - xi. Place information on OR Facebook and Nextdoor as soon as possible
 - b. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker
 - c. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
 - i. Order materials for additional stars – Ben completed
 - ii. Establish date for volunteers to put together new stars - Ben
 - d. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
5. LUN – 2023
 - a. Binder – currently gathering data and need to continue to work on.
 - b. Agreed new times 2pm – 7pm
 - c. Vendors & Food Trucks for next year = Barb Engel to contact to lock in place
6. Budget review – Patti Dmuchowski
 - a. Review 2022/2023 current budget – Will add two ads and the 4th sign. Courtenay Harton has \$50 more for decorations for the town entrances.
 - b. Proposed 2023/2024 has been approved by Town Council
7. Oak Ridge 25th Anniversary Celebration – Patti Dmuchowski
 - a. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm
 - b. Develop Theme – Volunteer Recognition
 - c. New Logo – Sue Madison submitted 4 possibilities. The group decided on number 3 and number 4 as a backup logo.
 - d. Develop task list.
 - e. 25th Items
 - i. Christmas Ornaments – local vendor
 - ii. Lapel pins – Sandra Smith has provided the names of Pin Center and Wake Forest awards.
 - iii. T-Shirts – Need to define graphics. Sue Madison will provide input.

- f. Charles Benbow house 200th Anniversary this year.
 - i. October Date – Sunday Oct 15 with rain date of Sun Oct 22
 - ii. Same format as last time

8. Additional Items

Meeting Adjourned

The next meeting will be on July 17, 2023, at 7pm.