



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

September 12, 2023 – 7pm

Attendees: Barb Engel, Courtenay Harton, Claudia Whitaker, Corrine Pickford, Sue Madison, Amy & Brent Carrickhoff, Diana Macklin, Caroline Ruch, Ben Walraven, John Browning, Kyle Smyth, Olivia Rudolph, and Patti Dmuchowski

1. Meeting called to order at 7:05 – Patti Dmuchowski
2. Motion to Approve Agenda by Barb Engel and 2nd by Amy Carrickhoff
3. Motion to accept the minutes from August 8, 2023, by Diana Macklin and 2nd by Sue Madison
4. Veterans Fundraising to date:
 - a. Current Total is \$238,887.24. This includes the NC Grant of \$7,383.00
 - b. Bids process status – Bill Bruce will review the bids on Friday, Sept 15, 2023
 - c. Once the project gets going, we will need to put in place a process to list all the donor pavers for Polar Engraving and have them proofread. Also need to note all those that are entitled to pavers from the Stars & Stripes donations.
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. Noted to Olivia Rudolph on the great support of the Scouts here in Oak Ridge.
 - d. Heritage Day – Saturday, September 30, 2023 (8:30am set-up – 4:00pm)
 - i. GiGi Williams and Susie Westmoreland have agreed to be judges again.
 1. TAT Scoring Sheet – Patti Dmuchowski
 - ii. Ad in the NWO and social media.
 - iii. Volunteers – Sue Madison, Caroline Ruch, Rose Shetzey, Amy Carrickhoff and Corrine Pickford.
 - iv. T-Shirts (\$20) and Christmas Ornaments (\$10) will be sold at the tent. It was noted that Committees and Town Council folks will be given shirts free. They will be given out at the Committee meetings and Town Council meetings, not on Heritage Day. The volunteers would also like to be able to wear their T-Shirts at the event. Patti Dmuchowski will coordinate with Sue Madison on this.
 - v. The Town will loan us their square device for credit cards. Sue Madison knows how to operate the square and can show the other folks.
 - vi. Ashley Royal will put together a cash box.

- vii. Shelving for cakes. Ben Walraven
 - viii. Ben Walraven will also be around sometime during the day and can handle any Veteran Honor Green questions and pass out flyers.
 - ix. Patti Dmuchowski will put together a list of all items needed at the tent. Courtenay Harton suggested that we drop the items off on Friday night to get ahead of set-up on Saturday.
 - e. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker and the scouts will also be present as well as ORMA
 - f. LUN – Dec 2, 2023 at 2pm to 7pm
 - i. Establish September dates for volunteers & media posts to do preliminary work on the stars - Ben Walraven & Brent Carrickhoff
 - 1. Media blurbs and reserve council chambers & Shelter #1 – Patti Dmuchowski
 - 2. Ben Walraven and Brent Carrickhoff will bring over the trees from the garage.
 - 3. Wed Sept 20 from 9am – noon. Volunteers will remove lights from the Christmas trees at Town Hall. Need to make sure the room is left with no mess. No trees on the tables.
 - 4. Wed Sept 27 from 9am – 3pm. Volunteers will put together and string the lights for the additional stars. Tools will be needed.
 - 5. Ben Walraven has been painting the yardsticks.
 - 6. Ben Walraven also noted that we will need to purchase additional “torpedoes” which protect the electrical wires. He will provide a count and cost.
 - ii. Need to further discuss the “25th” numbers in the large star – Ben Walraven, Danny Yanusz and Ann Schneider
 - iii. Vendors – Barb Engel continues to send out flyers.
 - iv. Volunteer Set-Up of Luminaries at the Park - Nov 29, 2023 at 9:00am – 3:00pm
 - v. Additional concern was raised about the delay in the construction of the Community Farmhouse. Will there be electricity available for LUN? Patti Dmuchowski emailed Bill Bruce and he indicated that Guilford County is behind on their building permits. Ben Walraven and Dann Yanusz will discuss and look at possible options.
6. Oak Ridge 25th Anniversary Celebration – Patti Dmuchowski
- a. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm – 9pm.
 - b. Deposits have been sent to Phyllis Rowe from Sandra Smith.
 - c. Invitations and programs to be coordinated with Sandra Smith.
 - d. ORMA and the Scouts will participate in the affair.
 - e. Courtenay Harton, Caroline Ruch and Rose Shetzey to coordinate non-food supplies/decoration.
 - f. Purchase of tablecloths rather than rent - Patti Dmuchowski
 - g. Pastor Mike will work the media at no charge.
 - h. Band will be “Soggy Bottoms” - Ann Schneider

- i. 25th Swag
 - i. Christmas Ornaments (ordered 300 at \$5) Ann Schneider
 - ii. Lapel pins (ordered 225 at \$5.00) Ann Schneider to discuss redoing the town seal with less detail.
 - iii. T-Shirts should be available next week. Need to make up distribution schedule for distribution to Committee and Town Council.
 - j. Catering (budgeted 150 people at \$20)
 - i. Patti Dmuchowski – “An Event to Remember” Caterer has penciled us in.
 - ii. Cakes will be done by Regina Englishman – Claudia Whitaker
7. Charles Benbow House 200th Anniversary this year.
- i. October Date – Sunday Oct 15 with rain date of Sun Oct 22. Last time we had approximately 65 people, but we hope to do more this time.
 - ii. Liquor permits and insurance obtained – Ashley Royal
 - iii. GiGi Williams has volunteered to make up the charcuterie boards and have several boards that we can auction off. Lynn Black will also do some vegetable platters.
 - iv. Music “Bathtub of the South” – Caroline Ruch
 - v. Porta John(s) – Patti Dmuchowski
 - vi. Wine – Ann Schneider to talk to Bistro 150 with Jennifer as bartender.
 - vii. Maureena Shepherd will sponsor the event at \$300
 - viii. Process for registration, admission, and Parking – SECU, ORES, etc.
 - 1. John Browning to check with the OR Swim Club board if we can park there.
 - 2. Caroline Ruch to check with SECU for parking.
 - 3. Patti Dmuchowski to check with OR Elementary School for parking.
 - 4. Patti Dmuchowski has emailed Bill Bruce to see about including insurance coverage for the parking for this event.
 - ix. Coolers for ice & dispensers for Iced Tea or Lemonade/Water bottles
 - x. Will need volunteers to help.
 - xi. Tours of the house registration and a handout narrative will be worked on. Ann Schneider and Sandra Smith.
 - xii. Ad in the NWO – Information was in the NWO in conjunction with the 25th Anniversary events - Sue Madison and Ann Schneider
 - xiii. Kyle Smyth joined us at the meeting and wanted it noted that the house is not ADA compliant and advised folks to wear flats due to rocky terrain. He indicated that he would have the same arrangements as last time with the small, glass house for distribution of drinks.
 - xiv. Caroline Ruch volunteered to investigate having some flower arrangements for the house from the Garden Outlet in Stokesdale.
 - xv. Folks discussed the cost of entry. Better to just have one price of \$20. If folks want the tour, they can take it. The tour will be done early in the program.

8. Additional items

Caroline Ruch asked for volunteers to help with the "Bridge to the Ridge" event at ORMA on Sat, Sept 23. There will be tours at 11:30 am and 1pm. Special Events will be selling T-Shirts and ornaments. Barb Engel is working on getting some food and craft vendors. Please let Caroline Ruch know if you can help during the day. Patti Dmuchowski will check with Ashely Royal about using the Square and getting a cash box.

Meeting Adjourned with a motion from Barb Engel and 2nd by Corinne Pick.

The next meeting will be on October 10, 2023 at 7pm.