



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### April 11, 2023

Attendees: Barb Engel, Amy & Brent Carrickhoff, Ben Walraven, Ann Schneider, Courtenay Harton, Diana Macklin, Sue Madison, Claudia Whitaker, Corinne Pickford and Patti Dmuchowski

1. Meeting called to order at 7:00pm by Patti Dmuchowski
2. The minutes from March 14, 2023 were reviewed and a motion to accept them was made by Amy Carrickhoff and 2<sup>nd</sup> by Brent Carrickhoff. Motion was approved.
3. Veterans Fundraising to date:
  - a. \$185,674.24 (includes projected match) – Patti Dmuchowski
  - b. Identify prominent Oak Ridge folks that have not contributed yet. Ann Schneider to provide a list to Patti Dmuchowski who will send out donation requests.
  - c. Patti Dmuchowski gave a presentation to the MOR last week. Ann Schneider will follow up with the MOR to see if they have decided whether or not to make a donation.
  - d. Ann Schneider will develop an Oak Ridge Facebook mention on donating.
  - e. When do we decide to use the NC Grant money? We will be using some of the NC Grant money now for matching as we have reached out \$68K limit with the town.
4. Special Events Calendar for 2023:
  - a. Memorial Day – Monday, May 29, 2023 at 10:00am – 11:00am – Need speaker. Ann Schneider suggested Allison Huber who coordinates the Triad Veterans Last Flight. Ann Schneider to contact.
  - b. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm. Ann Schneider informed the Committee that Tiffany Hansen, President of the NWGWA, advised that they will participate with this event and do kids face painting. We will bring some patriotic bike decorations and ask the contestants to also supply their own.
  - c. Heritage Day – September 30, 2023. The committee has agreed to participate again this year and will do another pound cake contest. This was very successful last year.
  - d. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Need speaker
  - e. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
  - f. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
5. LUN – 2023
  - a. Vendors & Food Trucks for next year - Barb Engel is working on this.
  - b. Order & set date to put new stars together. Ben Walraven is putting together the total cost and we will order before the fiscal year is over (middle of June).
6. Budget review – Patti Dmuchowski
  - a. Budget for 2023/2024 has been approved for Special Events. The full town budget has yet to be approved.

- b. Review 2022/2023 to purchase any additional items. Patti Dmuchowski to reconcile with Sandra Smith.
- 7. Oak Ridge 25<sup>th</sup> Anniversary Celebration – Patti Dmuchowski
  - a. Dinner to be held at the Oak Ridge Methodist Church on January 20<sup>th</sup> at 6:00pm.
  - b. Develop Theme – “Thank You Oak Ridge Volunteers”
  - c. Sue Madison will be very busy with her work for the next couple of months. Ann Schneider to see if the Carol Key, the lady who developed the new Oak Ridge logo is available to help out.
  - d. Ann Schneider also let the committee know that she knows of a band that could perform during the event. She will follow up on the cost. She estimates \$200.
  - e. 25<sup>th</sup> Items
    - i. Christmas Ornaments – Committee decided on wooden ones from local vendor. Ann to check with vendor on his time requirements and if we could possibly sell them at Heritage Day in addition to LUN. The selling price will be \$10.
    - ii. Lapel pins – info given from Sandra Smith. Patti Dmuchowski to follow up on.
    - iii. T-Shirts – There was a discussion on the design of the T-shirts. It was suggested to have the outline of the state of NC and the words “Oak Ridge” on the front. On the back we could put the 25<sup>th</sup> logo. It was also suggested to get a darker color. Ann Schneider to investigate.
    - iv. We also need to check with Sandra Smith on who was invited last year as Patti Dmuchowski seems to recall that the Town sent out the invites.
    - v. The town has been given some navy tablecloths. Patti Dmuchowski to follow up with Sandra on the number.
    - vi. It was noted that the 25<sup>th</sup> Anniversary falls in November, but due to the holiday activities, we moved the dinner to January.
    - vii. Claudia Whittaker is going to check on having a cake made by her friend Regina English versus purchasing one.
  - f. Charles Benbow house 200<sup>th</sup> Anniversary this year.
    - i. Ann Schneider to check with Anna & Kyle Schmidt to verify availability and date in October.
    - ii. Same format as last time. House tour earlier in the day.
    - iii. Charge for admission. Wine, Cheese, door prizes and musical entertainment.
    - iv. Patti Dmuchowski to add Kyle Schmidt back onto our email list.
    - v. Parking needs to be organized.
- 8. Additional Items
  - a. Patti Dmuchowski to check with Sean Taylor on sign requirements at the corner of Lisa and Linville Rds. There may be concerns with the easement. It seems to be more advantageous to post where folks can see when visiting the park.

Meeting Adjourned at 8:00pm with a motion from Barb Engel and 2<sup>nd</sup> by Ben Walraven. Motion approved.

The next meeting will be on May 9, 2023, at 7pm.