



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

August 8, 2023 – 7pm

Attendees: Ben Walraven, Ann Schneider, Corinne Pickford, Rose Shetzley, Sue Madison, Barb Engel, Amy Carrickhoff, Claudia Whitaker, Courtney Harton, Diana Macklin, Olivia Rudolph and Patti Dmuchowski

1. Meeting called to order at 7pm – Patti Dmuchowski
2. Approve Agenda – Motion by Ben Walraven and 2nd by Amy Carrickhoff
3. Review minutes from July 11, 2023 – accepted as read.
4. Veterans Fundraising to date:
 - a. The Town Council voted to give us the remaining NC Grant \$7383.
 - b. \$238,537.24 (need \$11,463 to reach \$250K)– Patti Dmuchowski
 - c. Bids process status – Bill Bruce to send out bids in August.
 - d. Ann Schneider spoke to Nick Jameson about the Veterans 5K run this year. He does not have enough sponsors to do a run in the Fall, but possibly in the Spring.
5. Special Events Calendar for 2023:
 - a. Memorial Day Ceremony - Completed
 - b. Kids Bike Parade – Tuesday, July 4, 2023 – Completed.
 - c. 911 - Blue Lights and signage to be put up Saturday, September 9, 2023 through the end of the week at the flag pole in park. Will check with Olivia Rudolph if Scouts would like to do something on Sunday, Sept 8 evening. Patti Dmuchowski to check with Terry Lannon.
 - d. Heritage Day – Saturday, September 30. 2023
 - i. GiGi Williams has agreed to be a judge again and Patti Dmuchowski will follow up with Susie Westmoreland to see if she is available again. If not, Patti Dmuchowski will check with Caroline Ruch if she wants to be another judge. Caroline Ruch is a terrific baker and had judged previous contests.
 - ii. Ad in the NWO. Sue Madison has updated the ad from last year. Needs to be submitted by Sept 8, 2023.
 - iii. Patti Dmuchowski has gotten the 3 ribbons (1st, 2nd and 3rd) and needs to get the gift certificates from Lowes.
 - iv. Patti Dmuchowski has asked Sandra Smith to reserve a tent for Special Events. She will also ask Sandra for an end location.
 - v. Will need volunteers to coordinate at the tent. Caroline Ruch, Sue Madison and Rose Shetzley have already volunteered.

- vi. Cakes are to be numbered with the entry form number on the top of the cake carrying device.
- vii. Patti Dmuchowski will provide her baker's rack to hold the cakes. Additional shelf units are needed. Mabe cinderblocks and boards.
- viii. Slices and full cakes will be sold, and money donated to the Veterans Fund.
- ix. Patti Dmuchowski will provide the easel to hold the Bake Sale Contest and also get the Veterans Sign from Town Hall.
- x. We hope to have T-Shirts and Christmas ornaments for sale at the event. We will need a cash box from Town Hall. Full cakes for \$20 and slices for \$5.
- xi. Will need tables, paper plates, napkins, utensils and cake cutting knives.
- e. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker. Scouts have committed to participate.
- f. Charles Benbow House 200th Anniversary this year.
 - i. October Date – Sunday Oct 15 with rain date of Sun Oct 22. Time of the event will be from 4:00 to 7:00pm.
 - ii. Liquor permits being obtained – Ashley Royal
 - iii. Approximate attendees – 35 - 50.
 - iv. Cheese & Crackers – Need trays made up. GiGi Williams has volunteered to make and also have several boards that we can auction off. Will check with Lynn Black on doing some vegetable platters.
 - v. Music – Highland North. Ann Schneider to talk to Caroline Ruch and her son about contact.
 - vi. Wine – Ann Schneider has talked to Jennifer Mun from Bistro 150 who will supply the wine and serve as bartender.
 - vii. Maureena Shepherd will sponsor the event at \$300.
 - viii. Tickets and Parking – SECU, ORES – Patti Dmuchowski
 - ix. Coolers for ice & Dispensers for Iced Tea or Lemonade/Water bottles and Pop Up Tent for food.
 - x. Will need volunteers to help.
 - xi. Tours of the house and a handout narrative will be worked on. Ann Schneider and Sandra Smith.
 - xii. Ad in the NWO – request to Patti Stokes to find the old ad and update.
 - xiii. Possible meeting with Kyle Smyth to review logistics. Patti Dmuchowski & Ann Schneider.
- g. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00p
 - i. Establish date for volunteers to put together new stars. Ben Walraven is thinking of the end of Summer after Labor Day.
 - 1. Need to disassemble trees.
 - 2. Paint yardsticks, assemble and string lights. Possible help from the Scouts also.
 - ii. Ben Walraven is talking to Danny Yanuk on a design for the 25th.
- h. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
 - i. Need to figure our 25th numbers in the large star – Ben Walraven

- ii. Vendors – Barb Engel is sending out flyers.
- i. Oak Ridge 25th Volunteer Anniversary Celebration – Patti Dmuchowski
 - i. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm – 9pm.
 - ii. Deposits are being sent to Phyllis Rowe from Sandra Smith.
 - iii. Invitations and programs to be coordinated with Sandra Smith.
 - iv. Patti Dmuchowski has checked with ORMA (Angie Williams) and they will to present the colors and the Scouts will do the pledge and an additional patriotic song with Danny Yanusz doing the national anthem.
 - v. The ‘Saggy Bottom Band’ has been confirmed for the event. They are a blue grass band.
 - vi. Courtenay Harton and Rose Shetzley to coordinate non-food supplies/decorations/table centerpieces, etc.
 - vii. Purchase of tablecloths rather than rent. Need to check with exact size with Phyllis Rowe from the church. Patti Dmuchowski
 - viii. Pastor Mike will work the media at no charge.
 - ix. Check with Sandra about making a slide show.
 - x. Press Release for the 25th – Ann Schneider
 - xi. Catering (150 at \$20)
 - 1. Patti Dmuchowski – **An Event to Remember** Caterer penciled us in at \$20 per person. Check if they provide plates and utensils.
 - 2. Cake – Claudia Whitaker reported that Regina English will make 4 cakes (each serve 40 people) at \$50 each. She will free hand the 25th seal on one. Assorted flavors and icing.
6. 25th Items
- a. Christmas Ornaments (300 at \$5) Ann Schneider to discuss with getting one side done and have ready to sell at Heritage Day.
 - b. Lapel Pins (225at \$5.00) Ann Schneider to discuss with vendor and getting less detail in the pin. Will distribute to all volunteers at dinner.
 - c. T-Shirts – Sue Madison, Amy Carrickhoff and Diana Macklin
 - 1. Sue Madison has a vendor in Winston Salem, **SE Logo Wear**, that can do the shirts.
 - 2. Discuss pricing - \$9.70 each for 250 shirts. Quantity of 25 small, 50 medium, 80 large, 80 XL and 15 2XL. No children’s sizes.
 - 3. Need to order by August – Sell at Heritage Day
 - 4. Distribute to Committee Members, Town Council and Town Staff. Approximately 70 shirts.
7. Additional Items - Olivia Rudolph will be joining the Special Events Committee as a liaison with the Scouts.

Meeting Adjourned with a motion from Claudia Whitaker and 2nd by Barb Engel.

The next meeting will be on September 12, 2023 at 7pm.