



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### February 14, 2023 – 7pm

Attendees: Claudia Whitaker, Brent & Amy Carrickhoff, Ben Walraven, Sue Madison, Ann Schneider, Diana Macklin, Corinne Pickford, Caroline Ruch, Patti Dmuchowski and guest, John Brown.

1. Meeting called to order 7:00pm – Patti Dmuchowski
2. Minutes from January 10, 2023 were reviewed and approved with a motion by Ben Walraven and 2<sup>nd</sup> by Amy Carrickhoff. The motion was amended with the correction of the date from January 10, 2022 to January 10, 2023.
3. Veterans Fundraising to date:
  - a. \$184,074.24 (includes projected match) – Patti Dmuchowski
  - b. Lions Club has given \$500.
  - c. Follow-up with Kevin Combs, Disney Construction and Philip Cook – Ann Schneider
  - d. Hoping to reach our goal by March 31, 2023 – We need \$8,000 to reach our goal (before matching).
4. Special Events Calendar for 2023 – approved by Parks & Rec Advisory Board
  - a. Memorial Day – Monday, May 29, 2023 at 10:00am – 11:00am (need speaker)
  - b. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
  - c. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am
  - d. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
  - e. 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. 25 Stars will be used this year to commemorate our 25<sup>th</sup> Anniversary.
    - i. Ben Walraven has given a cost of \$375 for the supplies and we will include in this years budget. Need additional costs of stakes and cords.
    - ii. A date needs to be established during the summer to put the stars together.
    - iii. A request for Parks & Rec to bring over supplies from the garage will be submitted to Terry Lannon.
    - iv. We will eliminate the trees as they continued to have electrical problems.
    - v. We need to discuss ideas for illuminations to replace the trees on the side closest to Terry Lannon’s house.

- vi. Additional electrical wattage will be installed at the Redmon house hopefully in time for LUN.
  - c. Agreed new times:
    - i. 2:00pm new starting time
    - ii. Vendors and Food Truck – Barb Engel to check with vendors and see what time is best for them to set-up
    - iii. Grinch Hayride – 2:00pm – 4:00pm
    - iv. Magician – 2:00pm – 3:00pm
    - v. Dance Folks – 3:00pm – 4:00pm
    - vi. Santa – 4:00pm – 6:30pm
    - vii. ORES Choir – 5:45pm – 6:00pm
    - viii. Lighting of the Tree – 6:00pm
  - d. Vendors & Food Trucks for next year - Barb Engel to contact to lock in place.
  - e. Patti Dmuchowski will cost out a Santa background picture, i.e., stars from API. Brent Carrickhoff measured the height of the fence, and it is 70 inches and Ben Walraven said that the width of the platform is 8 feet.
  - f. We will continue to come up with solutions for the lighting concern at the Santa Station.
  - g. Green Astro turf will be purchased to put on Santa's platform on a temporary basis.
  - h. Caroline Ruch will speak to Sandra Smith concerning the matter with the Grinch ride and see how to address.
- 6. Budget review – Patti Dmuchowski
  - a. 2022/2023 expenses reviewed by the Committee.
  - b. Proposed 2023/2024 budget input from the Committee.
  - c. Bill Bruce has indicated to put the cost of the 25<sup>th</sup> Anniversary celebration in our budget.
- 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> with a fall back date of January 13<sup>th</sup>.
    - i. Number of attendees – Sandra Smith was not sure of the number and suggests that we check with Caroline Ruch. The number would include all current and past committee members and their spouses, Town Council members, town employees and folks who have made contributions to Oak Ridge.
  - b. Develop Theme – “Volunteer Recognition” is a possibility.
  - c. Jon Hardister from the NC State House has agreed to fly the American Flag in recognition of our 25<sup>th</sup> Anniversary on Nov 3. Ann Schneider volunteered to attend.
  - d. New Logo – Sue Madison to work on and Ann Schneider to send her the 20<sup>th</sup> logo.
  - e. 25<sup>th</sup> Items
    - i. Christmas Ornaments – Patti Dmuchowski noted ornaments for Korner's Folly would be a possibility. Done by Marco Promos and would cost \$1,552.50 for 250. Cost is \$6.09 per ornament, and we could possibly sell for \$10.00.
    - ii. Lapel pins – Sandra Smith has provided the names of Pin Center and Wake Forest awards.

- iii. T-Shirts – Sandra Smith does not know who ordered them or the cost. She suggests we check with Danny Yanusz or Ann Schneider.
  - 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
      - 1. Wine & Cheese
      - 2. House Tour
      - 3. Music
      - 4. Door Prizes
      - 5. Sale of Tickets
- 8. Additional Items – Election of Special Events Chair and Vice Chair
  - a. Patti Dmuchowski was elected Chair again.
  - b. Ben Walraven was elected Vice Chair and indicated this is his last year. He will mentor Amy & Brent Carrickhoff and Diana Macklin to take his place for LUN.

Meeting was adjourned at 8:15 with a motion by Diana Macklin and 2<sup>nd</sup> by Claudia Whitaker.

The next meeting will be on March 14, 2023 at 7pm.