



## OAK RIDGE SPECIAL EVENTS COMMITTEE

### Meeting Minutes

### January 10, 2022 – 7pm

Attendees: Amy Carrickhoff, Ben Walraven, Ann Schneider, Rose Shetzey, Corinne Pickford and Patti Dmuchowski

1. Meeting called to order 7:05
2. Minutes from Dec 13, 2022 meeting were reviewed and approved with a motion by Amy Carrickhoff and 2<sup>nd</sup> by Corinne Pickford.
3. Veterans Fundraising to date
  - a. \$169,242.24 (includes Dec town match) – Patti Dmuchowski
  - b. Needs to be reconciled with Sandra Smith – Patti Dmuchowski
  - c. Additional contacts – Lions, Merchants, Max Tires and Dominoes – Patti Dmuchowski will follow up with them.
  - d. Discussion of State grant from Town Council meeting – It was mentioned at the recent Town Council meeting as to why the council does not just give the remaining grant money to Special Events. The committee agreed to continue to try to raise funds thru March and have the council match any donations. There is still the unknow cost if the price for the project has increased. Ann Schneider added that there is a current issue with obtaining PVC pipe that could impact the Park schedule. Construction could start in April on the park portion and hopefully we can do bids in June and start construction in July for the Honor Green.
4. Special Events Calendar submitted for 2023
  - a. Patti Dmuchowski to attend the January Parks & Rec Advisory Board meeting for approval of the schedule. New event this year would be a 4<sup>th</sup> of July Kids Parade in the morning. Kids would be invited to decorate bike, scooters, wagons, etc. and prizes will be awarded. Maybe have the Lions club sell hot dogs and an ice cream vendor.
5. LUN – 2023
  - a. Binder – currently gathering data and need to work on.
  - b. Budget input – Patti Dmuchowski requested that the committee submit to her if any budget items for the coming year. She will also obtain the 2023 advertising rates from the Northwest Observer.
  - c. Ben Walraven noted that the small Christmas trees continue to be a problem with the electric connectivity. He suggested that we use all stars. Patti Dmuchowski suggested

that we incorporate the stars into our 25<sup>th</sup> Anniversary. Suggestions included making up more stars and having 25 of them to celebrate the town's anniversary. We currently have 8 small stars and 1 large star, so we would need 17 more. We also discussed having a large 2 and 5 light display. Ben Walraven will put together some prices to include in the budget. He indicates that the stars are relatively easy to put together and we could get a group together to build them.

6. Budget 2023/2024 input in February – Patti Dmuchowski will work on a preliminary budget to share with the committee before it is submitted to the Finance Committee.
7. Oak Ridge 25<sup>th</sup> Anniversary Celebration
  - a. Reserve the room at Oak Ridge Methodist Church. Patti Dmuchowski to make contact with Rev. Mike Carr.
  - b. A Committee Head needs to be identified and a project plan developed.
  - c. The anniversary date is in November, but Ann Schneider suggested that we have the dinner in September to avoid conflicts with the LUN.
  - d. A theme such as Volunteer Recognition and a new logo needs to be developed.
  - e. Christmas Anniversary Ornaments or a lapel pin are possibilities. Needs to be investigated.
  - f. Ann Schneider also mentioned that the Charles Benbow house will be celebrating its 200<sup>th</sup> Anniversary this year. The owners are open to a tour and the committee discussed a possible wine, cheese, and music afternoon event. Last time we did this, we charged for the activity, and it was very successful.
8. Explore Oak Ridge – Fall of 2024
  - a. HPC would like the help of the Special Events Committee to work on this event. This is a major undertaking, and the committee needs to discuss further.
9. Additional Items – None

The meeting was adjourned at 7:45 with a motion from Ben Walraven and 2<sup>nd</sup> by Rose Shetzey.

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