



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

March 14, 2023 – 7pm

Attendees: Ann Schneider, Amy & Brent Carrickhoff, Diana Macklin, Courtenay Harton, Patti Dmuchowski and John Browning via Zoom.

1. The meeting was called to order at 7:04 by Patti Dmuchowski
2. The minutes from February 14 were reviewed and accepted with a motion from Amy Carrickhoff and 2nd by Ben Walraven.
3. Veterans Fundraising to date:
 - a. \$184,074.24 (includes projected match) – Patti Dmuchowski
 - b. Follow-up with Kevin Combs, Disney Construction and Philip Cook – Ann Schneider
 - c. Hoping to reach our goal by March 31, 2023
 - d. Presentation by Patti Dmuchowski for the MOR at the end of the month
 - e. Message out to OR Facebook and NextDoor – Ann Schneider and Barb Engel
4. Special Events Calendar for 2023:
 - a. Memorial Day – Monday, May 29, 2023 at 10:00am – 11:00am – Ann Schneider to contact Vic Jones from High Point to see if he is available.
 - b. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
 - i. Need volunteers – the Woman’s Club would like to participate and possible do face painting.
 - ii. Develop Ad for NWO in June – Sue Madison
 - iii. Develop timetable for activities
 - iv. Gift Cards for prizes – local businesses
 - v. See if the Boy Scouts are available to help out
 - vi. Short patriotic program at the beginning – Boy Scouts/Welcome from the Mayor
 - vii. Estimate whether the kids would go one or two loops around the front part of the park (Where the luminaries are placed).
 - viii. John Browning indicates that Kona Ice and To the Moon and Back may want to participate. Waiting on Oak Ridge to approve vendors for the upcoming year.
 - c. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Need speaker
 - d. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
 - i. Order materials for additional stars – Ben Walraven to firm up a price for the additional material so we can order for this fiscal year.
 - ii. Establish date for volunteers to put together new stars
 - 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. Agreed new times 2pm – 7pm
 - c. Vendors & Food Trucks for next year - Barb Engel to contact to lock in place.

6. Budget review – Patti Dmuchowski
 - a. Review 2022/2023 current budget - completed
 - b. Proposed 2023/2024 budget has been submitted to Bill Bruce for approval from the Finance Committee

7. Oak Ridge 25th Anniversary Celebration – Patti Dmuchowski
 - a. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm
 - b. Develop Theme – Volunteer Recognition
 - c. New Logo – Sue Madison to work on - Ann Schneider to send her the 20th logo.
 - d. Develop task list:
 - i. Get an approximate head count from current committees, town officials and dignitaries, etc.
 - ii. Investigate local vendor to supply linens. The town has 20 round, navy ones that we could use.
 - iii. Look into local caterers
 - iv. Obtain a large sheet cake
 - e. 25th Items
 - i. Christmas Ornaments – The committee all agreed on the wood ornaments with the 25th logo on it. Ann Schneider to follow up with the local vendor on costs and lead time. Great idea to sell at the LUN event.
 - ii. Lapel pins – Sandra Smith has provided the names of Pin Center and Wake Forest awards. Patti Dmuchowski to follow up on.
 - iii. T-Shirts – Ann Schneider to provide info from the last order.
 - f. Charles Benbow house 200th 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

8. Additional Items - none

Meeting Adjourned at 8:05 with a motion from Diana Macklin and 2nd by Courtenay Harton

The next meeting will be on April 11, 2023 at 7pm.