



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

July 11, 2023 – 7pm

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

1. Meeting called to order at 7:02 – Patti Dmuchowski
2. Approve Agenda – Patti Dmuchowski
3. Review minutes from June 13, 2023 approved with the following correction to John Browning's name. Motion by Ben Walraven and 2nd by Amy Carrickhoff. Motion approved – Patti Dmuchowski
4. Veterans Fundraising to date:
 - a. \$217,172.24 (includes projected match) – Patti Dmuchowski
 - b. Additional request letters sent out to 9 people – Patti Dmuchowski
 - c. New goal \$250 by the end of July.
 - d. Ad out in NWO thanking folks – Sue Madison - completed
 - e. Bids process Status – Ann Schneider
 - i. Ann Schneider to discuss using the grant from NC State and possible donation from Town Council.
 - ii. Bids out in August
5. Special Events Calendar for 2023:
 - a. Kids Bike Parade – Tuesday, July 4, 2023 at 10:00am – 12:00pm
 - i. Amazing success
 - ii. What went right:
 1. Great participation from the community
 2. A big hit with free ice cream from To the Moon and Back and hot dogs from the Lions Club.
 3. Folks loved the simplicity of the event.
 4. Wonderful coverage from the NWO and Fox news.
 5. Good location of the banner on the corner of Lisa and Linville Roads
 - iii. What needs improvement:
 1. Some folks thought the route was too long.
 2. Should start the parade at 10:45. Too long for kids to wait till 11

3. Needed to use “pacers” to spread out the participants. Some concern with the older kids on their bikes wanting to go faster and by-pass the leaders of the parade.
 4. Maybe have a race later on for the “big” kids.
 5. Maybe a misting tent for next year
 6. Need music so it can be heard during the parade route
 7. More decorations
6. Heritage Day – Saturday, September 30, 2023
- i. We will have a tent again this year with a Pound Cake baking contest.
 - ii. 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.
 - iii. Ad in the NWO. Sue Madison will update the ad from last year.
 - iv. Patti Dmuchowski will get the 3 ribbons (1st, 2nd and 3rd) and the gift certificates from Lowes.
 - v. Patti Dmuchowski has asked Sandra Smith to reserve a tent for Special Events. Patti Dmuchowski looked into having our own custom tent as Historic Preservation does. The cost is over \$600 which is not in the budget this year. Will work on for next year.
- b. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker
- c. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00pm
- i. Order materials for additional stars – Ben Walraven completed
 - ii. Establish date for volunteers to put together new stars. Ben Walraven is thinking the end of Summer.
- d. 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 is sending out flyers
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 – 9pm.
 - b. Invitations and programs to be coordinated with Sandra Smith. Also check with Sandra Smith on deceased volunteers that we could honor. We will also need badges for the volunteers.
 - c. We will check with ORMA if they want to present the colors and with the Scouts if they want to do the pledge and national anthem.
 - d. Program to include Honor Guard, Welcome, Blessing and Guest Speaker.
 - e. New Logo completed by Sue Madison and agreed upon by the committee.
 - f. Courtenay Harton and Rose Schetzley to coordinate centerpieces, plates, utensils, glasses and cups.
 - g. 25th Items
 - i. Christmas Ornaments (300 at \$5) Ann Schneider
 - ii. Lapel pins (225 at \$5.00) – Sandra Smith has provided the names of Pin Center and Wake Forest awards. Patti Dmuchowski got a sample from Pin Center and all agreed that we need to take some of the fine details out of the design. Ann

Schneider, once she returns from vacation, will discuss with Carol, the designer of the town seal.

- iii. T-Shirts – Amy Carrickhoff, Diana Macklin and Sue Madison
 - 1. The sub-committee will work on the design, T-shirt material and price. They will present at the next meeting in August.
 - 2. 250 at \$8.65
 - 3. Need to order by August – Sell at Heritage Day
 - 4. Distribute to Committee Members

h. Catering (150 at \$20)

- i. Patti Dmuchowski contacted the caterer we used last time, An Event to Remember (Terri Mello). She was delighted that we called her and said she can do it for \$20 per person. We can discuss menu options as we get closer to the event. She penciled us in.
- ii. Cake – Claudia Whitaker will talk to her friend and explain that we are estimated to be 150 people. Claudia Whittaker will see if that would mean one or two sheet cakes. Need to consider the transportation of the cake (s). We will also need some fruit trays for desserts that can be bought at Costco.

i. Logistics at the Church

- i. Patti Dmuchowski met with Phyllis Rowe from the church and the following was discussed:
 - 1. They have enough round and straight tables. We looked into renting tablecloths, but it is more cost justifiable to purchase them. Ann suggested that we may be able to use them again for the Community Farmhouse events.
 - 2. Chairs are stored in the closet and folks need to be careful with taking out and putting back in. She noted that the tables need to be put away, but the chairs can be left out for the Sunday services.
 - 3. Phyllis Rowe will unlock the doors at 3:45 and they will be locked at 10 pm.
 - 4. Ann Schneider will look into the availability of a band.
 - 5. We need a tech person to operate the lights, microphone and slide show.
 - 6. Phyllis Rowe to check if Pastor Mike is available to do the media.
 - 7. We will supply our own coffee. Patti Dmuchowski to see if her church would lend us a coffee pot.
 - 8. We will be able to use the ice machine in the kitchen. Phyllis Rowe indicates that we need to be careful with the stove as it is very sensitive. We have no plans to use the stove.
 - 9. The church will put out 4 trash cans that we will need to remove, place in the dumpsters and replace the liners.

8. Charles Benbow House 200th Anniversary this year.

- i. October Date – Sunday Oct 15 with rain date of Sun Oct 22
- ii. Same format as last time

- iii. Cheese & Crackers – Need trays made up. GiGi Williams has volunteered to make and also have several board that we can auction off.
- iv. Music – Highland North. Ann Schneider to talk to Caroline Ruch about contact.
- v. Wine – Ann Schneider to talk to Bistro 150 and Charley ? as bartender.
- vi. Tickets
- vii. Parking – SECU, ORES, etc.
- viii. Coolers for ice & Dispensers for Ice Tea or Lemonade/Water bottles
- ix. Will need volunteers to help.
- x. Tickets, tours of the house and a hand out narrative will be worked on.

9. Additional Items

We may be having a scout join the Committee as a liaison to the Scouts. We include the Scouts in almost all the events that we have.

Meeting Adjourned

The next meeting will be on August 8, 2023 at 7pm.