



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes**  
**April 9, 2024 – 7pm (Zoom)**

**Attendees: Amy Carrickhoff, Rose Shetzley, Ann Schneider, Sue Madison, Ben Walraven, Courtenay Harton, Barb Engel, Caroline Ruch, Olivia Rudolph, Corinne Pickford and Patti Dmuchowski.**

1. Called to Order at 7:00 - Patti Dmuchowski
2. Approve Agenda – Motion by Barb Engel, 2<sup>nd</sup> by Amy Carrickhoff and motion carried.
3. Approve Minutes from March 12, 2024 – Motion by Amy Carrickhoff, 2<sup>nd</sup> by Ben Walraven and motion carried.
4. Veterans Fundraising to date:
  - a. Current Total for the initial construction is \$246,295.39 (still needs to be verified with Sandra Smith and Jim Harton.)
  - b. The current total donated for the next stage is \$11,100. Of this total, \$2,200 was collected in March with our last push for pavers.
  - c. Ordering of engraved pavers. Patti Dmuchowski to complete review of paver engravings in April. This payment will need to come out of the existing fund.
  - d. Construction scheduled to be start in June and completed by September. Delays noted with ordering stone for the monuments.
  - e. Patti Dmuchowski to create a social media blurb on current status.
  - f. Patti Dmuchowski talking to Mark Reaves on the Donor's Plaque, 5" X 9". We are obligated to list both groups Platinum (4) and Gold (5).
5. Special Events Calendar for 2024:
  - a. 25<sup>th</sup> Anniversary "Volunteer" dinner – January 20 - completed.
  - b. Memorial Day Ceremony – Monday, May 27<sup>th</sup>, Town Hall.
    - i. Need to get a new banner made. Patti Dmuchowski to coordinate. Also order a round Oak Ridge logo for the podium.
    - ii. Speaker Christian Castelli and Scouts in place.
  - c. Kids Bike Parade – Thursday, July 4 (Shelter #1 reserved). Dr. Timara Schweizer wants to provide a bike via a raffle for the kids. We need to discuss with Dr. Schweizer on how she would like the contest to be organized.
  - d. 911 – Sunday, Sept 8
  - e. Heritage Day – Saturday, September 28 – The committee decided on "fruit pies".
  - f. Veterans Honor Green "Thank You" reception for major donors. Needs further discussion. Farmhouse to be completed by the end of June so could be a potential place to hold it.
  - g. Veterans Day – Monday, Nov 11 at 10am.
    - i. Speaker Sharon Hovis and Scouts in place.

- h. LUN – Saturday, December 7
- 6. LUN
  - a. \$3,000 is included in the new budget for additional decorations for the empty field.
  - b. Discussion on “choirs” – ORES will perform at an earlier time, 4 o’clock by the Santa Station. We need to get another group to perform at the lighting of the tree. Possibly Tyler Mallard that performed last year. Ann Schneider and/or Caroline Ruch to follow up on.
  - c. Sue Madison will generate a new flyer for Barb Engel to use to reach out to vendors.
  - d. Barb Engel will start to reach out to craft and food vendors. Also, to participants:
    - i. Destination Arts
    - ii. Santa
    - iii. Magician – last year the replacement one charged \$500.
    - iv. Grinch tractor ride – Caroline Ruch informed the group that Gray may not do this year. She will follow up with Gray. Patti Dmuchowski checked with Sandra Smith on her tractor driver, Billy Canoe and he charges \$500.
    - v. Summit Church – Patti Dmuchowski will ask Martha Pittman to check with Summit Church if they will participate again.
  - e. Continue to push for music during the month of December for “strollers”.
- 7. Budget – Waiting for approval from Town Council in April. Need to review current budget expenses – Patti Dmuchowski.
- 8. Mission Statement – Patti Dmuchowski to go back and review original Committee input.
- 9. Additional Business
  - a. Caroline Ruch is asking for volunteers for the opening of the new park on May 4th. She is coordinating activities and food. Please let her know if you can help out.
  - b. Reelection of Patti Dmuchowski as Chairperson.
- 10. Adjourned at 8:15 with a motion from Barb Engel, seconded by Ben Walraven and motion carried.

The next meeting will be May 13, 2024