



## OAK RIDGE SPECIAL EVENTS COMMITTEE Meeting Minutes October 10, 2024 – 7pm

Attendees: Ann Schneider, Barb Engel, Diana Macklin, Amy Carrickhoff, Olivia Rudolph and Patti Dmuchowski

1. Call to Order at 7:05 - Patti Dmuchowski
2. Approve Agenda- Motion by Barb Engel and 2<sup>nd</sup> by Amy Carrickhoff, no discussion & motion carried
3. Approve Minutes from September 12, 2024 – motion made by Diana Macklin, 2<sup>nd</sup> by Amy Carrickhoff, no discussion & motion carried.
4. Veterans Fundraising to date:
  - a. The current total donated for Phase 2 is \$16,305.
  - b. Current Status of Phase 2 – Ann Schneider to follow up with Bill Bruce on the use of a general contractor to complete Phase 2.
  - c. 2<sup>nd</sup> Order of Pavers – Patti Dmuchowski to follow up with Bill Bruce.
  - d. VHG Sign on the street. Diana Macklin to get her daughter to take a picture of how her town does it. Is the Veterans Memorial within the park at her daughter's town.
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>, 2024 - completed
  - c. Kids Bike Parade – Thursday, July 4, 2024 - completed
  - d. 911 – Sunday, Sept 8 – completed
  - e. Heritage Day – Cancelled
  - f. Grand Opening & Veterans Day – Monday, Nov 11 at 10am.
    - i. Program – See attached
    - ii. Develop List & Action Items – See attached
  - g. LUN – Saturday, December 7, 2024
    - i. Time Schedule for event – See attached
    - ii. Tasks for Parks & Rec – Needs to be updated
6. LUN
  - a. Status of Craft & Food Vendors is going well – Barb Engel.
  - b. Amy Carrickhoff to verify times with the OR FD on Santa's arrival.
  - c. Kyle Anders will drive the Grinch tractor. Caroline Ruch to check with Randy Collins on coordinating the wagon, side rails and steps. Patti Dmuchowski provided Kyle Anders with time for the ride.
  - d. Barb Engel to check if granddaughters will be elves again. If not, would they consider being Elsa and Anna? Olivia Rudolph to check with scouts on being the two elves.

Olivia Rudolph noted that she will ask the scouts 3 weeks before the event as that is when they know their schedules.

- e. Tiffany Hansen will do the "Letters to Santa" activity again. Located on corner where she was last year.
  - f. All would like to have face painting, use of face tattoos. Olivia Rudolph to check with Scouts on doing.
  - g. Group to investigate having white, wood reindeers and sleigh with spotlights on them.
  - h. Group to investigate having a "face picture board" for the kids. Available on Etsy.
  - i. Patti Dmuchowski will send out copies of Danny Yanusz's proposal of lights over Hot Chocolate Lane for the group to review.
7. Electronic Taping of Special Events Meetings – all were not in favor.
  8. Additional Items - none
  9. Motion to Adjourn at 8:05 was made by Barb Engel, 2<sup>nd</sup> by Diana Macklin, no discussion and motion carried.
  10. The next meeting will be November 14, 2024