



## **City of Boiling Spring Lakes**

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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Special Events Committee  
Meeting Minutes  
August 14, 2024  
5:30 PM  
City Hall

**ATTENDANCE:** Brenda Hogan (Chair), Lucille Launderville, Joan Kinney, Mary Pongonis, Clark Sizemore

**ABSENT:** Karen Hartigan (excused)  
Jenny Sorber (excused)  
Teagan Hall, Commissioner Liaison (unexcused)

### **I. CALL TO ORDER**

Lucille moved the meeting be called to order which was seconded by Mary.

**VOTE: 5 – 0**

The meeting was called to order by Brenda at 5:30 PM.

### **II. APPROVAL OF AGENDA**

Brenda moved to approve the agenda. Mary seconded the motion.

**VOTE: 5 – 0**

### **III. APPROVAL OF MINUTES**

Mary moved to approve the minutes of the July 10, 2024 meeting. The motion was seconded by Lucille.

**VOTE: 5 – 0**

### **IV. PUBLIC COMMENTS**

None

**V. BUDGET REPORT**

Lucille reported the following:

Mayor's Cup Golf Tournament Receipts	\$4,000.00
The Lakes	-1,440.00
Gift Cards	- 250.00
Chips	- 51.15
Vinyl	- 17.06
T-Gifts	- 397.50
T-Signs	- 138.66
	\$1,705.63
The Lakes	150.00
	\$1,855.63
Special Events Balance as of May 17, 2024	3,424.06
Special Events Balance as of July 10, 2024	\$5,279.69

So far the balance we have for the golf tournament is \$1,855.63 which does not include what income we will receive from 50/50 drawing.

Lucille suggested we purchase new shirts for the committee members, short sleeve, long sleeve and sweatshirts. In order to determine the best price Lucille will check with city hall to see where they purchase their shirts and Brenda will check with Sara to see where Parks and Recreation Department get their shirts and Joan will check with Fire/Rescue to see where they get their's from.

**VI. OLD BUSINESS**

a. Mayor's Cup Golf Tournament

Brenda let the committee know that D & J Sweet Treat Ice Truck will not be able to make it to the golf tournament.

Joan will help serving food and Brenda will continue selling 50/50 tickets. Baskets and tickets are ready. Brenda will make sure there are 100 white tickets for registration. Clark will make sure those registered golfers paying with credit card get a raffle ticket.

Arrival time for committee members is 7:30 AM.

Jenny will take pictures of golf sponsors with their T-Sign and send to Brenda so she can order 4x6 prints from Shutterfly to be included in the thank you notes. Jenny will also list sponsors on the chalkboard. Brenda and Joan will be at the 14<sup>th</sup> hole and Lucille and Mary will be at the 5<sup>th</sup> hole to distribute drinks.

b. Fall Festival

Lucille made a motion that we ask BSL Fire/Rescue to sell food at the festival. Brenda seconded the motion.

**VOTE: 5 – 0**

BSL Fire/Rescue will let us know what they need as far as the food supplies and we will purchase them.

It was suggested that we provide volunteers water and chairs along with a food voucher.

We will need 100 small cupcakes for the cake walk. Brenda has reserved the Community Center and will make sure the disc golf course is closed on the day of the event.

The best scene will receive \$300 and Lucille will get the check.

We will need a chalkboard or some way to list the time events will take place. Karen will bring weights to hold down the fortune teller tent. Solar lights need to be charged.

Rather than face painting it was discussed to have stick-on tatoos. We will need 7 bales of hay and 5 pumpkins which Clark will get. We will ask BSL Fire/Rescue to get the ice.

It was suggested to change the time of the event to 5 – 8 PM. Joan made a motion to change the event hours to 5 – 8 PM. The motion was seconded by Mary.

**VOTE: 5 – 0**

A better selection of candy was suggested and Joan will check on Amazon and Walmart website to see what is available.

Lucille will get in contact with Michael Paul with the State Port Pilot to advertise and request scenes. Mary will work on a facebook page hoping to

help us get scenes for the event. Brenda will help Mary with input of needed information. Anyone interested in doing a scene should contact Brenda.

Lucille will make up the gift baskets for the following group prizes:

Girls & Boys

0 – 4 years

5 – 8 years

9 - 13 years

Best Female & Male over 14 – Prize will be \$50 Walmart gift card

The gift baskets for the girls & boys will include a \$25 Walmart gift card with \$25 worth of merchandise.

**VII. NEW BUSINESS**

None

**VIII. ANNOUNCEMENTS**

Because of a lack of having a quorum on September 11, 2024, our next meeting is scheduled for September 18, 2024.

**IX. ADJOURNMENT**

A motion was made by Lucille and seconded by Mary to adjourn the meeting.

**VOTE: 5 – 0**

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Joan Kinney  
Special Events Committee Member