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|  | ***City of Boiling Spring Lakes***9 East Boiling Spring Road**Boiling Spring Lakes, NC 28461** |

Special Events Committee

Meeting Minutes

November 13, 2024

5:30 PM

City Hall

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

**ABSENT:** Jenny Sorber (excused)

Teagan Hall, Commissioner Liaison (excused)

1. **CALL TO ORDER**

Brenda called the meeting to order at 5:30 PM.

1. **APPROVAL OF AGENDA**

Lucille moved to approve the agenda. The motion was seconded by Mary.

**VOTE: 5 – 0**

1. **APPROVAL OF MINUTES**

Mary moved to approve the minutes of the October 9, 2024 meeting. The motion was seconded by Lucille.

**VOTE: 5 – 0**

1. **PUBLIC COMMENTS**

None

1. **BUDGET REPORT**

Lucille reported $2,500 was budgeted for the Fall Festival and our expenses were as follows:

 Lights for the trail $28.06

 Food 322.93

 Scene prize 300.00

 Employee 60.00

 Pumpkins & hay bales 85.78

 Costume Contest 331.40

 Candy & Games 369.33

 Total Expenses $1,497.50

 Balance in our Special Account is $5,830.09.

1. **OLD BUSINESS**
	1. Recap Fall Festival

All agreed the event was a success and the weather was good. Karen suggested to move the costume judging to the center. Mary mentioned a concern with extension cords making it a hazard. Lucille suggested moving the generator to center and also include the candy walk in the center. It was suggested we have more tombstones as there were so many children wanting to do the candy walk. Karen suggested buying more substantial games. We need to order more candy and Rick Cushman wants to be a magician next year. Brenda is already working on scenes for next year with Roger and Donna from the golf course being a new scene. All agreed we need to work on scenes earlier than we did this year. Brenda suggested that we think about a DJ for next year.

* 1. Christmas

Brenda moved we decorate the tree on Sunday, December 1, 2024 at 12:30 PM. Karen seconded the motion.

**VOTE: 5 – 0**

Joan will contact the new Fire Chief, Bill Lathrop, to make sure that the date and time is convenient for them to help us with their ladder truck. The carolers from the high school will be there at 5PM. Lucille will invite the Board of Commissioners and will ask Commissioner Mammay to give the prayer before the tree lighting. Brenda stated that the trailer needs to be inventoried before the event which she and Karen will take care of. Lucille asked that they take out the coffee pots and she would clean them. We have and will provide ornaments for the children to hang on the tree. The committee will all wear our new sweatshirts.

This year we will provide the baskets for ages 7 -9 and 10 and older and the fire department will have 0 -3 and 4-6. Lucille, Mary and Joan will go November 22, 2024 at 10AM from City Hall to shop for the baskets. Fire Dept will set up tables for the baskets and give out raffle tickets. Budget for baskets is $50 for each basket.

Joan will take care of getting hot chocolate, marshmallows, cookies and, if needed, cups, tablecloths and napkins. Instead of face painting we will have tattoos which Jenny will be in charge of. Mary and Karen will go to Hobby Lobby and buy clear ornaments to be filled with shredded tissue paper for this year’s craft. Joan moved to budget $200 as limit to spend for craft project. Brenda seconded the motion.

**VOTE: 5 – 0**

While Mary and Karen are at Hobby Lobby they will try to find a new topper for the city Christmas tree and check out possible gifts for the baskets.

* 1. Flood Victims Contribution

Joan moved that we discontinue discussion regarding flood victims contribution. The motion was seconded by Brenda.

**VOTE: 5 – 0**

Discussion followed with different possibilities we could spend some of our extra money on with emphasis being placed on keeping it in the city.

1. **NEW BUSINESS**

Jenny had emailed the committee regarding the possibility of having some other activities added to our schedule. The subject was tabled until Jenny is at the meeting with her ideas.

Lucille brought up the need to keep our cabinet in City Hall lobby up-to-date and moved that Jenny be put in charge of updating the cabinet for the committee. The motion was seconded by Joan.

**VOTE: 5 – 0**

1. **ANNOUNCEMENTS**

There will not be a meeting in December but will continue in January with our meeting being held on January 8, 2025.

1. **NEXT MEETING AGENDA ITEMS**
	1. Recap Christmas
	2. 2025 Event Schedule
	3. Eggstravaganza
2. **ADJOURNMENT**

A motion was made by Joan to adjourn the meeting. The motion was seconded by Mary.

**VOTE: 5 – 0**

The meeting adjourned at 6:40 PM.

Respectfully submitted,

Joan Kinney

Special Events Committee Member