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

Special Events Committee

Meeting Minutes

January 8, 2025

5:30 PM

City Hall

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

**ABSENT:** Jenny Sorber (excused)

1. **CALL TO ORDER**

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

1. **APPROVAL OF AGENDA**

Joan requested to add the following to the agenda under Old Business:

 d. Contribution Suggestions

 e. South Brunswick High School Graduation

 f. Candidates’ Night

Lucille moved to approve the agenda with the suggested additions and Karen seconded the motion

**VOTE: 5 – 0**

1. **APPROVAL OF MINUTES**

Mary moved to approve the minutes of the November 13, 2024 meeting. The motion was seconded by Brenda.

**VOTE: 5 – 0**

1. **PUBLIC COMMENTS**

None

1. **BUDGET REPORT**

Lucille reported the balance in the Special Account is $6,211.19. Lucille read a memo from the city’s finance officer, Brandon, who notified the committee that he has a credit card for the committee to use. He suggested there could be a sign out sheet when a member of the committee needs to use the credit card and when finished with the card would return it and sign when the card is returned. Another option was to have a committee member responsible for the card. Lucille requested when something is purchased for the committee that she receive the original and she then would be responsible for Brandon getting them. This way she has a record of expenditures for the committee. Brandon also stated he was open to other ways of handling the card if the committee wanted to.

Joan made a motion to have the card stay at city hall and when we need it we will sign out for the card and sign when it is returned, and make sure Lucille gets the original receipts. Brenda seconded the motion.

**VOTE: 5 – 0**

Karen suggested we let Brandon know prior to us getting the card. All agreed this was a good idea.

1. **OLD BUSINESS**
	1. Recap Christmas

Brenda suggested we need to have someone introducing those in attendance, and thanks to those who helped and for coming to the tree lighting. Along with the introduction, we need to let everyone know what follows and where it is located. We need to have the raffle located with us and use a directional sign (sandwich board) to show where Santa is located. Brenda suggested instead of the raffle baskets who could have a container filled with wrapped gifts and have the children take one. That way each child gets a gift.

The lights will be removed from the tree when the weather is a little warmer and Joan will check with the Fire/Rescue Department to see when it would be convenient for them to help us remove the lights with their ladder truck.

Teagan suggested using the old police department, if it is ready, to have our activities, especially if it is going to be a cold night.

Karen will take care of having the tree trimmed.

Mary made a motion to purchase two (2) more strands of lights not to exceed $600. Brenda seconded the motion.

**VOTE: 5 – 0**

* 1. 2025 Event Schedule

Karen moved to approve the following schedule with a second from Brenda:

Eggstravaganza – Saturday, April 12

Graduation – To Be Announced

Mayor’s Cup Golf Tournament – Saturday, August 9th or l6th

Fall Festival – Saturday, October 18th

Candidates’ Night – Thursday, October 23rd

Christmas Tree Lighting – Friday, December 5th

**VOTE: 5 - 0**

* 1. Eggstravaganza

The Eggstravaganza will be Saturday, April 12th. We will need to order 2000 filled eggs (1000 less than last year). Clark will be our Easter Bunny and we will have gift baskets. $1,200 is budgeted for this event.

* 1. Contribution Suggestions

Joan moved we present the Police Department’s Animal Control Officer a check for $1,000 out of our Special Account to help that department with some of their needs. Karen seconded the motion.

**VOTE: 5 – 0**

Brenda will talk to Kevin, Police Chief, about having the Animal Control Officer at the February meeting for us to present the check. When the check is presented it is very important that we let the citizens know this money is money we have raised through our events throughout the year.

* 1. South Brunswick High School Graduation

We will order and put up a congratulations banner as done in previous years.

Lucille suggested we check on a more durable banner for our welcome banner as it is up for long periods of time and needs to withstand the weather All agreed the stand which the banner goes on needs improvement and we would like to paint it white. Lucille will talk to the City Manager about us painting it.

We will be putting up bows again along Cougar Dr.

* 1. Candidates’ Night

Candidates’ Night will be Thursday, October 23rd at the Community Center from 6:30 PM – 8:00 PM. Brenda will reserve the room in the Community Center and Joan will contact Hank to see if he would be the moderator.

1. **NEW BUSINESS**

Brenda mentioned that Joan’s term is up in March.

1. **ANNOUNCEMENTS**

None

1. **NEXT MEETING AGENDA ITEMS**
	1. 2025 Schedule
	2. Eggstravaganza
2. **ADJOURNMENT**

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

**VOTE: 5 – 0**

The meeting was adjourned at 6:25 PM.

Respectfully submitted

Joan Kinney

Committee Member