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

Special Events Committee

Meeting Minutes

February 12, 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:

 c. Graduation Banner and Bows

Lucille moved to approve the agenda with the suggested addition and Mary seconded the motion

**VOTE: 5 – 0**

1. **APPROVAL OF MINUTES**

Karen moved to approve the minutes of the January 8, 2025 meeting. The motion was seconded by Brenda.

**VOTE: 5 – 0**

1. **PUBLIC COMMENTS**

None

1. **BUDGET REPORT**

Lucille reported to the committee that Brandon, BSL Finance Officer, would like the committee to go over budget amounts for each of our activities. All were in agreement with his presentation with the addition of Candidates’ Night.

 Office Supplies $100.00

 Eggstravaganza 1,200.00

 High School Graduation Recognition 600.00

 Fall Festival/Haunted Hayride 2,500.00

 Christmas Festival 1,000.00

 Candidates’ Night 100.00

 The total is $5,500.00

The committee’s credit card will be kept at city hall with members signing it out as needed. Lucille would like Brandon to get a copy of the receipt with the original going to Lucille which she would get from Pam. Check requests will still be available as needed.

There will be an increase in the price to pay to play in the Mayor’s Cup Golf Tournament which will be held August 9, 2025.

Lucille also reported she had gotten approval from the City Manager to paint the banner holder.

Karen made a motion to approve the budget report. The motion was seconded by Mary.

**VOTE: 5 – 0**

1. **OLD BUSINESS**
	1. Recap 2025 Schedule

Eggstravaganza – Saturday, April 12, 2025

Mayor’s Cup Golf Tournament – Saturday, August 9, 2025

Fall Festival – Saturday, October 18, 2025

Candidates’ Night – Thursday, October 23, 2025

Christmas Tree Lighting – Friday, December 5, 2025

* 1. Eggstravaganza

The Eggstravaganza will be Saturday, April 12, 2025 with setup at 9:00 AM and event running from 10:00 AM – 1:00 PM. It will be at the Community Center which Brenda has already reserved.

Joan presented prices for a variety of eggs including those stuffed with candy and some stuffed with prizes. The committee had already decided to order a total of 2,000 eggs. After discussion, Karen moved that Joan order 1,000 candy filled eggs and 1,000 prize filled eggs along with Easter tatoos from Oriental Trading Company. Brenda seconded the motion.

**VOTE: 5 – 0**

Since the prize filled eggs are not recommended to be used for children under 3 years old, the committee decided 500 of the candy filled eggs would be used for the 0-5 age group and the remaining 1,500 eggs would be used for the 6-10 age group. There are usually more in the older group that attend so this should work.

Clark will be our Easter Bunny. Lucille will check at Costco to see if they have Easter baskets yet and, if so, she will purchase 6 baskets for the older children and committee members will shop for the 6 baskets for the younger children. Age groups for the baskets will be from 0-5 and 6-10. Jenny will prepare the flyer.

* 1. Graduation Banner and Bows

Joan showed a sketch of a 4’ x 10’ graduation banner from Bannersonthecheap.com website in different grades of vinyl. After going over all the possibilities, Lucille moved that Joan order the Heavy Duty Vinyl, 18 oz material for increased outdoor durability with 3 top and 3 bottom grommets. The motion was seconded by Karen.

**VOTE: 5 – 0**

Discussion followed regarding bows and all liked what we have done in the past and Mary will check at Hobby Lobby and let us know what is available. We will continue to have the tinsel on the bows. We will plan on putting the banner up around April 15, 2025 and the bow up around May 1, 2025.

1. **NEW BUSINESS**

Karen let the committee know that the city Christmas tree will be trimmed at the end of February. She asked that it be shaped more like a Christmas tree and that the top branches which were sticking up be trimmed.

1. **ANNOUNCEMENTS**

Our next meeting will be Wednesday, March 12, 2025 at 5:30 PM.

1. **NEXT MEETING AGENDA ITEMS**
	1. Eggstravaganza
	2. Graduation and Bows
2. **ADJOURNMENT**

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

**VOTE: 5 – 0**

The meeting was adjourned at 6:20 PM.

Respectfully submitted

Joan Kinney

Committee Member