

## Community Relations Board Meeting Minutes

Tuesday, September 13, 2011

MEETING CALLED TO ORDER AT 7:03 PM

WELCOME GIVEN BY BARBARA ROGERS

PLEDGE OF ALLEGIANCE

MEMBERS PRESENT: Barbara Rogers, Christi Perez, Ashleigh Miller, Karen Strzelecki, Terry Bacon, Diann Miller, Gladys Holamon, Otis Holamon, Stephen Smith, William Nolen, Lothar Heller, Stephanie Vires - (Town liaison)

MEMBERS NOT PRESENT but EXCUSED: Cal Kost, Annie Johnston and Kaitlin Brewster

Also in attendance: Sean Fox, City Manager; Russell Brewster and Don Surratt (Council Members)

CHANGE MADE ON MINUTES FROM CRB MEETING AUGUST 23, 2011: OMITTED MILLER FROM SECONDED MOTION TO APPROVE THE PSAB MINUTES FROM AUGUST 23, 2011

FINAL MINUTES FROM CRB MEETING AUGUST 23, 2011 APPROVED with amendments.

### UNFINISHED BUSINESS

General Administrative:

- Discussed remaining finances that must be spent by the CRB by October 1<sup>st</sup>.
- The new budget effective: October 1, 2011 through September 30, 2012 is \$10,000, not including funds for Pantegofest.
- Budget for holiday events was discussed: \$2,500 per event.
- General agreement that the following events would be sponsored by the CRB: Easter, Memorial, Halloween, Candy Train/Tree Lighting and the remaining event to be for young adults. This event is to be determined (TBD).
- Requested access to keys at the Park for storage and water.

Updates on Upcoming Events:

- Updates on National Night Out: Volunteers needed for barricade control and jump house.
  - Ashleigh Miller volunteered for jump house
  - Terry Bacon and Kaitlin Brewster volunteered for the food booth.
  - Diann Miller, Gladys and Otis Holamon would be volunteering at the 911 booth.
- Discussed blood drive and need for volunteers
- Update on Halloween event presented by Steve Smith, Christi Perez and Terry Bacon
  - Time 5:30pm to 8:00 pm Saturday, October 29, 2011

- Costume Judging – scary and funny categories. Age ranges: 0-4; 5-8; 9-12; 13-16; and over 16 (adult category). Everyone was receptive to medals vs. money as recognition.
- Discussion on pictures – need approval from parents in order to take group pictures. A decision will need to be made – possibly as children register for the costume event or at the scavenger hunt table.
- Scavenger Hunt – Gladys and Otis Holamon will support this popular event.
- Determined that pumpkin judging will be dropped from this year's event.
- B Rogers volunteered to contact TNT Entertainment for face painting. Karen Strzelecki volunteered herself and daughter as the balloon artists for the event.
- Discussed ideas for decorating the haunted house and a limit was set of \$500.
- Discussed the possibility of costumes for those working in the Haunted House to be reused each year vs. renting.
- Discussed ideas for games: Wii, Tire football toss, hula hoops, putt-putt, fast pitch, fishing and other various games (for ages 1-16)
- We will need volunteers – B Rogers will send requests to Oakridge, PCA and local churches. Steve Smith will be attending the PYLC and will request help from this group.
- Red Barn holds the Halloween decorations, games, etc. which will need to be pulled and reviewed at Steve's house.
- Halloween Music will be played during the event (City should have them)
- Pantego Fest: Discussed: Themes, Budget, and Date: considered the third week of September 2012. Sean Fox, City Manager will serve as chairperson over this event. More will come over the next few months.

## NEW BUSINESS

### Candy Train/Tree Lighting:

- Lothar Heller volunteered to be the Candy Train coordinator.
- TNT Entertainment was used for the Train and the Sleigh – B Rogers will contact them and confirm dates.
- Tree Lighting and Park decorating is the responsibility of Public Works.
- Refreshments, holiday music and pictures with Santa Claus after the Candy Train (Fire Truck with Town Council, Santa and elves complete their route) before and after the Tree Lighting.

### General Administrative/Budget Considerations:

- Change made to Terry Bacon's e-mail on contact sheet ([terrytbacon@sbcglobal.net](mailto:terrytbacon@sbcglobal.net))
- The remaining budget for the CRB this year is \$2,239. IF we are to use these funds they need to be purchased by September 30, 2011.
- Need additional speakers which are estimated to cost \$1,360

- The board needs new T-shirts and badges for events – list was sent around to gather t-shirt sizes (Stephanie Vires)
- Members requested tax exemption forms
- Discussed board member criteria - there were 4 members that were in question. B Rogers will reach out to members to confirm their ability to serve on the board or if a volunteer capacity would be better for them.
- Discussed limit on the amount of money that the board can use before going to the council for more. City Manager has approval of \$1,000.

Terry Bacon moved to set a financial limit of \$1,400. Karen Stzelecki seconded the motion. City Manager will have Fitz Newsome research and proceed within the guidelines requested.

The vote was as follows:

Ayes: Barbara Rogers, Christi Perez, Ashleigh Miller, Karen Strzelecki, Terry Bacon, Diann Miller, Gladys Holamon, Otis Holamon, William Nolen, and Lothar Heller.

Nays: none

Abstentions: Stephen Smith

Chairperson Barbara Rogers declared the motion passed.

Meeting was adjourned by Chairman Rogers at 9:32pm

Barbara Rogers 10.11.2011

Ashleigh Miller 10/11/2011

