

Havelock Appearance Commission Minutes
Thursday, November 10, 2022

	<u>EXCUSED:</u>	<u>UNEXCUSED:</u>
Michele Leo, Chair		
Alida Holden, Vice		
Marlene Lynch, Secretary		
John Barra		X
Nadyne Bentley		
Agnes Curran-Tonkin		X
Shirley Kelly		X
Maggie Pimentel		
Stacy Ramos		
Glenda Strunk		
Travis Adams, Staff Liaison		
Karen Lewis, Commissioner Liaison	X	
Cindy Morgan, Assistant City Manager (Guest)		

The meeting was called to order by Chair Michele Leo at 6:33pm. The prayer was provided by Marlene Lynch followed by the Pledge of Allegiance.

A motion to approve the October 8, 2022 minutes was made by Alida Holden and seconded by Glenda Strunk. All were in favor and the minutes were approved as written.

FINANCIAL REPORT 2022-2023:

Approved amount \$4500.00
Budget Balance: \$1923.95

Printout will be provided next month by Lee Tillman for our committee to see our monthly expenditures/balances.

OLD BUSINESS:

• **VETERAN'S DAY (DISPLAY):**

Boots were placed down on November 9th, however, the "Thank You" signs were unable to be put up do to the high winds. Boots will be picked up on Monday 14th at 4pm and returned to the storage facility.

• **TRUNK OR TREAT:**

Trunk-or-treat was another great success. We had three volunteers from NAVAIR also come out and assist. There were no leftover candies this year.

- **PRIDE OF HAVELOCK:**

Marlene Lynch nominated Verizon Wireless Store of Havelock to be the Pride of Havelock recipient for the month of November. All were in favor. Michele will visit their location and place the sign and provide information to be shared on social media.

- **FLOWER BED:**

Michele shared with the committee that she emailed Travis letting him know of our request to have Public Works Services remove the plaque located near the tear drop and have it relocated to the flower bed at the corner of Main Street and Cunningham Blvd where Jewels Griffins memorial is located. We have also requested they remove the bricks around the flower bed near the Havelock Sign and rototill the ground so it can regrow new grass and make it easier to maintain the park. It was also requested they trim up the ivy growing on the gazebo as well in City Park.

NEW BUSINESS:

- **TREE LIGHTING JUBILEE:**

Michele confirmed all food vendor and craft vendor participants with the committee. Travis confirmed the new Christmas tree for the Santa's shed was also ordered this week and should arrive by the week of November 14th, 2022. Michele also ordered 4 more large tubs which will be allocated one for each shed to be able to label them when we take down lights/decorations for each shed at the beginning of January 2023 in order to make it easier for distribution next year. Michele was unable to secure any volunteers from the SMP, but has reached out to Tyrelle from NAVAIR who is working on getting additional volunteers to assist at this years event so we can all have some downtime and enjoy the festivities.

Marlene shared she will mark City Park for where the food and craft vendors will be set up the evening prior to the event. Stacy and Marlene provided new games for this years event for the children to enjoy. They will set them up at the lower level of the park the day of the event. The City was unable to assist with providing an enclosed area for the snowball fight area so Marlene stated she would get stakes to place in the ground and run streamers around them for the day of the event.

Marlene provided an email to Travis with the finalization of what was required to purchase before the end of the month which included napkins, hot chocolate, hot cider and cookies for this event. Travis will pick up all items and have them delivered to the cookie shed the morning of December 3rd, 2022.

- **MAKE HAVELOCK SHINE - HOMEOWNERS: Drive around Tuesday, 12/13:**

Area 1: Nadyne/John
Area 2: Stacy/Agnes
Area 3: Marlene/Maggie
Area 4: Alida/Michele
Area 5: Glenda/Shirley

It was also agreed upon that the following final winners to be selected by the following (drive around **Wednesday, December 14th**):

Carolina Christmas (Nadyne/John)
Childrens Theme (Stacy/Agnes)
Joyce Blackburn Award/Overall Best Light Display (Marlene/Maggie)
Religious Theme (Alida/Michele)
Techno (Glenda/Shirley)

Final winners are to be emailed to Marlene the evening of December 14th so the list can be provided to all for our potluck dinner on Thursday, December 15th at 5:30 pm at Alida's home and awards presented to the winners that evening.

- **MAKE HAVELOCK SHINE – LIVE:**

The "live" window displays will take place on Friday, December 16th, 2022 from 6p-8pm. A list will be provided to the City of Havelock to post on all social media platforms and all are asked to share. A budget of \$450.00 has been allocated for all winners of the Make Havelock Shine and Live display. Stacy will be making ornaments for the winners once finalized and ordering the blankets as well.

- **OFFICER POSITIONS FOR 2023:**

It was discussed at the meeting that all three positions are open for the 2023 Officers positions. Names were discussed as to who potential candidates could be but some members were not in attendance. Voting will take place at the January 12, 2023 meeting. Budget requests/ideas were also requested to be presented at that time.

OTHER:

- Everyone was reminded of the date of our next televised Board of Commissioners meeting, November 28th at 7pm.
- Tree Lighting Jubilee December 3rd from 3:30-6pm, committee members are to arrive by 1:30pm.
- Make Havelock Shine Judging: December 13-14
- Potluck dinner at Alida's: Thursday, December 15th at 5:30pm with winners presented afterward.
- Make Havelock Shine-Live: Friday December 16th from 6-8pm

- Next meeting: January 12, 2023 at 6:30pm

A motion to adjourn was made by Maggie Pimentel and seconded by Glenda Strunk. The meeting was adjourned at 7:47 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marlene Lynch". The signature is written in black ink and is positioned above the printed name.

Marlene Lynch, Secretary