



TOWN OF PAWLEYS ISLAND EVENTS COMMITTEE MINUTES

Town Hall – Conference Room | 323 Myrtle Ave | Pawleys Island SC 29585
9-8-2022 – 4:00 PM

PRESENT: Scott Townes, Sassy Henry, Sally Hawn, Beth Ness, Betsy Bailey, Anne Gildea

ABSENT: Velda Hughes, Kathi Cubbage

STAFF PRESENT: Daniel O'Hara

1. CALL TO ORDER

Chairman Scott Townes called the meeting to order at 4:02 pm

2. MOTION TO APPROVE MINUTES FOR THE 10-21-21 MEETING.

Chairman Townes asked for a motion to approve the meeting minutes from 3-4-2022. Besty Bailey made a motion to approve the 3-4-2022 minutes. Beth Ness seconded the motion. All approved.

3. BUSINESS

A. Planning the Christmas/Park Lighting Event on November 25th, 2022, at 5:00 PM with Discussion on the Following Items:

- Chairman Townes started the conversation by going over the budget for the event. Stating that the committee has about 8,000 dollars left in the yearly budget. Chairman Townes explained that because the committee did not have to pay someone to help with the 4th of July T-Shirt sales there was excess money left over in the budget. Chairman Townes addressed a question to Daniel O'Hara the Town Clerk whether the committee could roll over monies from the budget to next year's budget or if they needed to be spent this financial year. Daniel O'Hara stated that he assumed that the funds would transfer to the next financial year. Daniel mentioned that most of the funds in the events committee budget come from the 4th of July T-Shirt sales. Chairman Townes asked Daniel to confirm whether the monies could be rolled over.
 - I. Park Lighting and Decorations for the Event
- Chairman Townes stated that Sassy Henry has the most experience as far as purchasing and inventory. Chairman Townes explained that the original plan for the committee was to purchase various things each year so that in 5 or 6 years we would have everything. Chairman Townes stated that he would like to use a portion of the 8,000 to step up the current decorations. Chairman Townes asked Sassy Henry to give an estimate on how much the committee has spent on the current decorations. Sassy Henry said that they'd spent about \$1,500 for decorations. Chairman Townes mentioned the idea of paying someone to decorate, take down, and store decorations for the event. Sassy

Henry stated a focus point should be to make sure that the tree is filled out. Sassy Henry stated that filling out the tree would require more lights, decorations, and manpower. She mentioned that she was already looking into a company to do this work. But additional supplies would be required to maintain a three-fourths aesthetic. Chairman Townes agreed. Betsy Bailey asked Sassy Henry who was the company, to which she responded Tactical Pressure washing. Betsy Bailey stated that a company called Clear Image provides the same services. Sassy and Betsy said they would get price estimates from both companies and compare. Chairman Townes reminded them that the price should include set up, take down, and moving back to a storage location. A discussion began about where the lights and decorations would be stored after the event was over. Due to the current condition of the Town storage unit, the decorations will continue to be held at Sassy Henry's home. Chairman Townes asked Sassy and Betsy if they would be comfortable overseeing this portion of the event planning, and they said that they would be. Chairman Townes stated that he would be fine with spending three thousand dollars (\$3,000) for this portion of the event (New lights, display, set up, and take down). The committee began to discuss various ways to get more homeowners involved in the Town events. **No additional decisions or votes were made.**

II. Park Setup, Design, and Layout

- Chairman Townes combined items two and four together and asked Sally Hawn to take over the responsibilities for those two sections. Scott asked Anne Gildea to assist with these tasks as well. Sassy Henry mentioned that she has experience with these items and could be of help to Sally and Anne. Chairman Townes stated that the function starts at 5:00 pm, ideally, he would like to see everything set up and ready at 4:30 pm. Chairman Townes shifted to discuss refreshments for the event. Chairman Townes stated that Hot Coco is perfect for that time of year. Also requesting to use a local baker for cookies or cupcakes. Which led to a discussion on whom they should get to make cookies for the event. **No decisions or votes were made.**

III. Music and Entertainment for the Event

- Sassy Henry brought up that it got dark quickly last year, which would limit some activities. Chairman Townes listed off the current events they had planned, including a photographer, Santa Claus, and potentially a chorus. Chairman Townes mentioned that Beth Ness had been trying to talk to local groups to see if they could come. Beth stated that she had not had any luck with the Waccamaw High School Chorus teacher. This led to a discussion on where to find people to come to sing at the event. Chairman Townes stated that since Beth was already doing Santa that she could take over the entertainment coordination. Beth said that Santa would start at 5:00 pm and

would need to leave at 7:00 pm. Beth asked if the committee needed to get a chair for the event. This led to a discussion on where to find a giant chair for Santa to sit in and other Santa props. Chairman Townes decided to take on the responsibility to find a Santa Chair. The committee circled back to a previous statement about whether they would have a photographer and how to get the pictures to the public. Sassy Henry stated they could hire a photographer for a fee and then the photographer would charge individuals per photo. Chairman Townes asked Sassy if she would ask her photographer to come.

IV. Food and Drink for the Event

- Chairman Townes circled back to the refreshments, mentioning that they had decided on Hot Coco and cookies. The group decided to add water to the drink list. Chairman Townes started a discussion about the quality, amount, and type of cookies. Chairman Townes left the responsibility of choosing the type of cookies to Sally and Anne.

V. Take Down and Park Clean up.

- Chairman Townes mentioned that everyone needed to be at Town Hall for the event no later than 4:00 pm. Stating that the committee needs to make sure that the event is properly set up before 5:00 pm. A discussion started about adding items to the decoration budget. Chairman Townes reiterated the importance of everyone showing up to the event on time. He clarified that everyone was committed to attending the event as well. This led to a follow-up conversation about where to find a choir for the event. Chairman Townes wrapped up the conversation by asking if the committee had anything else to consider or worry about for the event. Daniel O'Hara asked whether the Town Hall was open to the public for restrooms during the event. Chairman Townes asked what was easy to leave Town Hall open or order a port-a-potty for the event. Daniel stated that it would be easier to order a port-a-potty. Chairman Townes asked Daniel to coordinate that for the committee.
- Chairman Townes stated that if the committee budgets correctly then they will have spent approximately six thousand dollars (\$6,000) leaving the committee with two thousand (\$2,000) left over. Chairman Townes asked Daniel to clarify if the committee must use all the funds or if they could keep some in reserve.

B. Determination of Meeting Schedule

- Chairman Townes stated that he planned on waiting to address the future meeting schedule later and it could be confirmed over email. A discussion started about public notice of the event. Betsy Bailey will create a flyer to administer to the public using the Town website and email lists. Chairman Townes asked if anyone had any additional comments. This led to a discussion about a chair for Santa Claus with possible options for the committee to go with. **No decisions or votes were taken.**

4. ADJOURNMENT

- Chairman Townes asked for a motion to adjourn the meeting. Betsy Bailey started the motion to adjourn the meeting. Anne Gildea seconded the motion to adjourn the meeting. All voted in favor.

APPROVED

DATE

ATTEST

DATE