

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 6TH DAY OF SEPTEMBER 2023, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT, CONSITUTING A QOURUM:**

Margie Arens, Committee Member/Council Member Place 5  
Brenda Brown, Committee Member  
Melissa DeWitt, Alternate  
Lori Van Alstine, Committee Member  
Randy Van Alstine, Chair

*Committee Member Absent:*

Jim Roberts, Committee Member/Councilmember Place 1  
Sean Stenovitch, Committee Member

*Town Staff Present:*

Thad Chambers, Town Administrator  
Shannon Montgomery, Town Secretary  
Andrea Carpenter, Deputy Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 5:06 p.m.

**B. PLEDGE OF ALLEGIANCE**

Chair Van Alstine led the Pledge of Allegiance.

**C. PUBLIC PARTICIPATION**

*If you wish to address the Committee, please fill out a "Public Meeting Appearance Card" and present it to the Town Secretary, preferably before the meeting begins.*

There was none.

**D. REGULAR ITEMS**

**1. Discuss and consider approval of the August 22, 2023 meeting minutes.**

Motion made by Committee Member Arens, seconded by Committee Member DeWitt to approve the August 22, 2023 meeting minutes as presented. Motion carried unanimously.

**2. Discussion of the Town's 50th Anniversary Celebration.**

The Committee reviewed the event spreadsheet and discussed having a 'Trunk-or-Treat' and a car show. Pricing for Porta Potties was mentioned, as well as the necessity for waste disposal at the event. The total budget for the event was considered, as was where the funds would be allocated. It was decided that t-shirts would be sold as well as raffled, and that advertising for the event would begin October 7, 2023.

**3. Discussion of Christmas Tree Lighting Celebration.**

It was noted that the tree had been ordered, and details of the delivery to the event site were discussed. It was decided that the date of the event would be December 2, 2023, from 6:00 p.m. to 7:00 p.m. and that the Mayor would light the tree. Hot chocolate and candy canes were considered as refreshments, and it was proposed that the area school choir(s) perform as carol singers.

**4. Discussion of the 2024 Memorial Day Celebration.**

The Committee proposed re-using decorations for the Memorial Day Celebration that had been ordered for the 50<sup>th</sup> Anniversary Celebration, namely bunting for Town Hall. Dates of either Saturday, May 25<sup>th</sup>, or Monday, May 27<sup>th</sup>, were considered for the Celebration.

**E. ADJOURNMENT**

Randy Van Alstine adjourned the meeting at 6:15 p.m.

**APPROVED this the 25th day of September 2023.**

APPROVED:

  
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Randy Van Alstine, Chair

ATTEST:

  
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Andrea Carpenter, Deputy Town Secretary