



## SPECIAL EVENTS ADVISORY COMMITTEE MEETING AGENDA

March 20, 2024 at 5:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

**A. CALL MEETING TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. PUBLIC PARTICIPATION**

**D. REGULAR ITEMS**

1. Discuss and consider approval of the March 4, 2024 Regular Meeting Minutes.
2. Discussion of Memorial Day Celebration.
3. Discussion of Time Capsule.

**E. ADJOURNMENT**

### CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Andrea Carpenter, Deputy Town Secretary

Posted: March 15, 2024 at 10:45 AM

*Agenda Removed from Town of Bartonville Bulletin Board on:* \_\_\_\_\_

*By:* \_\_\_\_\_, *Title:* \_\_\_\_\_



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** March 20, 2024

**FROM:** Andrea Carpenter, Deputy Town Secretary

**AGENDA ITEM:** Discuss and consider approval of the March 4, 2024 Regular Meeting Minutes.

**SUMMARY:**

The Special Events Committee held a meeting on March 4, 2024.

**RECOMMENDED MOTION OR ACTION:**

Approve the March 4, 2024 Special Events Committee Meeting Minutes.

**ATTACHMENTS:**

- March 4, 2024 Special Events Committee Meeting Minutes.

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 4<sup>th</sup> DAY OF MARCH 2024, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT, CONSTITUTING A QOURUM:**

Margie Arens, Committee Member/Council Member Place 5  
Brenda Brown, Committee Member  
Sean Stenovitch, Committee Member  
Lori Van Alstine, Committee Member  
Randy Van Alstine, Chair

*Committee Member Absent:*

Melissa DeWitt, Alternate  
Jim Roberts, Committee Member/Councilmember Place 1

*Town Staff Present:*

Thad Chambers, Town Administrator  
Andrea Carpenter, Deputy Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 5:04 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 February 20, 2024 meeting minutes.**

Motion made by Committee Member Arens, seconded by Committee Member Stenovitch to approve the February 20, 2024 meeting minutes as presented. Motion carried unanimously.

**2. Discussion of Memorial Day Celebration.**

The Committee considered the budget for the event. They confirmed that they want a live band, and recognized that a Committee member is able to provide a stage and PA system at no cost. It was decided that food permit costs would come from the event budget, and individual members were assigned restaurants to contact. It was confirmed that postcards would not be mailed, but banners and signs would be placed around Town to advertise, in addition to social media advertising. A car show, face painting, balloons, and a raffle were discussed. For photos of the event, the Committee considered having attendees submit personal photos to a dedicated email or website, rather than hiring a photographer.

**3. Discussion of Town time capsule.**

A final storage location for the time capsule was discussed. The Committee considered a location in Town Hall, possibly on a display table in the conference room.

**4. Discussion of Denton County Historical Commission.**

Contact information for the Denton County Historical Commission was submitted to Committee Chair Van Alstine.

**E. ADJOURNMENT**

Randy Van Alstine adjourned the meeting at 6:10 p.m.

**APPROVED this the 20<sup>th</sup> day of March 2024.**

APPROVED:

ATTEST:

\_\_\_\_\_  
Randy Van Alstine, Chair

\_\_\_\_\_  
Andrea Carpenter, Deputy Town Secretary