



## SPECIAL EVENTS ADVISORY COMMITTEE MEETING AGENDA

March 04, 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 February 20, 2024 Regular Meeting Minutes.
2. Discussion of Memorial Day Celebration.
3. Discussion of Town time capsule.
4. Discussion of collaboration with Denton County Historical Commission.

**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: February 29, 2024 at 12:30 PM

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

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



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** March 4, 2024

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

**AGENDA ITEM:** Discuss and consider approval of the February 20, 2024 Regular Meeting Minutes.

**SUMMARY:**

The Special Events Committee held a meeting on February 20, 2024.

**RECOMMENDED MOTION OR ACTION:**

Approve the February 20, 2024 Special Events Committee Meeting Minutes.

**ATTACHMENTS:**

- February 20, 2024 Special Events Committee Meeting Minutes.

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 20<sup>th</sup> DAY OF FEBRUARY 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  
 Melissa DeWitt, Alternate  
 Sean Stenovitch, Committee Member  
 Lori Van Alstine, Committee Member  
 Randy Van Alstine, Chair

**Committee Member Absent:**

Jim Roberts, Committee Member/Councilmember Place 1

**Town Staff Present:**

Andrea Carpenter, Deputy Town Secretary

**A. CALL MEETING TO ORDER**

Chair Van Alstine called the meeting to order at 5:07 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 January 30, 2024 meeting minutes.**

Motion made by Committee Member Arens, seconded by Committee Member Brown to approve the January 30, 2024 meeting minutes as presented. Motion carried unanimously.

**2. Discussion of Memorial Day Celebration**

Committee Chair Van Alstine committed to developing a spreadsheet to help distribute responsibilities for the event. The Committee questioned on how best to include local Veterans in the celebration, and the possibility of including them in the Mayor's welcome speech was considered. The Committee discussed the best way to advertise for the event, and it was decided that banners would be placed at the entrances to Town. The different activities that would be included were mentioned, as was the need for the police to direct traffic. The Committee determined that they would ask all local restaurants to donate food, and discussed serving a cake that the Town would purchase.

**3. Discussion of Town time capsule**

The Committee discussed the best way to display the time capsule, and considered a glass or plexiglass display case that would be housed at Town Hall. The items to be placed in the time capsule were considered, which included a t-shirt from the 50th anniversary celebration, photos, and a proclamation.

**4. Discussion of Christmas Tree Celebration for 2024**

The committee discussed possible locations for the Christmas tree, and chose a spot in the parking lot in front of Town Hall.

**E. ADJOURNMENT**

Randy Van Alstine adjourned the meeting at 6:05 p.m.

**APPROVED this the 4<sup>th</sup> day of March 2024.**

APPROVED:

ATTEST:

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

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