



## SPECIAL EVENTS ADVISORY COMMITTEE MEETING AGENDA

January 30, 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 November 14, 2023 Regular Meeting Minutes.
2. Discussion of Memorial Day Celebration.
3. Discussion of Town time capsule.
4. Discussion of Christmas Tree Lighting Celebration for 2024.

**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: January 26, 2024 at 12:15 PM

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

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

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 14<sup>th</sup> DAY OF NOVEMBER 2023, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT, CONSTITUTING A QUORUM:**

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

*Committee Member Absent:*

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

*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 5:00 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 May 17, 2023 meeting minutes.**

Motion made by Committee Member Van Alstine, seconded by Committee Member Arens to approve the May 17, 2023 meeting minutes as presented. Motion carried unanimously.

**2. Discuss and consider approval of the October 23, 2023 meeting minutes.**

Motion made by Committee Member Arens, seconded by Committee Member Van Alstine to approve the October 23, 2023 meeting minutes as presented. Motion carried unanimously.

**3. Recap of the Town's 50th Anniversary Celebration.**

Mayor Carrington sent word via Chair Van Alstine to thank the Committee for their work on the Anniversary Celebration. Administrator Chambers informed the Committee that he has pictures of the event. There was discussion of selling the remaining t-shirts for five dollars each. The Committee decided that handwritten thank-you notes would be sent, and a non-quorum work group would be formed to finalize the time capsule.

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

Chair Van Alstine and Committee Member Van Alstine informed the Committee that they met at the church for a site visit. The church will set up twelve additional trees, and up to five hundred people are expected to attend. The Committee proposed putting signs up around Town to advertise the event, as well as including the Town logo on the banner at the church. The idea of having carol singers perform was proposed, and the Committee watched a video detailing the set-up process for the tree.

**E. ADJOURNMENT**

Randy Van Alstine adjourned the meeting at 6:07 p.m.

**APPROVED** this the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

APPROVED:

ATTEST:

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

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



## SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE** January 30, 2024

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

**AGENDA ITEM:** Discuss and consider approval of the November 14, 2023 Regular Meeting Minutes.

**SUMMARY:**

The Special Events Committee held a meeting on November 14, 2023.

**RECOMMENDED MOTION OR ACTION:**

Approve the November 14, 2023 Special Events Committee Meeting Minutes.

**ATTACHMENTS:**

- November 14, 2023 Special Events Committee Meeting Minutes.