



# SPECIAL EVENTS ADVISORY COMMITTEE MEETING AGENDA

October 08, 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**

*If you wish to address the Committee, please fill out a "Public Meeting Appearance Card" and present it to the Recording Secretary, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Committee for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Committee during the Public Presentation portion of the meeting or when the item is considered by the Committee.*

**D. REGULAR ITEMS**

1. Statement of Appointed Official and Oath of Office to newly reappointed Committee members.
2. Appointment of Chair and Vice Chair.
3. Discuss and consider approval of the September 10, 2024 Regular Meeting Minutes.
4. Discussion of Christmas tree lighting celebration.
5. Discuss a meeting schedule for the remainder of the calendar year.

**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: October 1, 2024 at 4:00 PM

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

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



# SPECIAL EVENTS COMMITTEE COMMUNICATION

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**DATE**                    October 8, 2024

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

**AGENDA ITEM:**        Discuss and consider approval of the September 10, 2024 Regular Meeting Minutes.

**SUMMARY:**

The Special Events Committee held a meeting on September 10, 2024.

**RECOMMENDED MOTION OR ACTION:**

Approve the September 10, 2024 Special Events Committee Meeting Minutes.

**ATTACHMENTS:**

- September 10, 2024 Special Events Committee Meeting Minutes.

**THE BARTONVILLE SPECIAL EVENTS ADVISORY COMMITTEE MET IN REGULAR SESSION ON THE 10<sup>th</sup> DAY OF SEPTEMBER 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  
Keith Crandall, Committee Member/Council Member Place 4  
Lori Van Alstine, Committee Member  
Randy Van Alstine, Chair

*Committee Member Absent:*

Brenda Brown, Committee Member  
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.*

Donna Baumgarner and Kathy Daum, future Committee members to be appointed October 1, 2024, were present and participated in the discussion as members of the public.

**D. REGULAR ITEMS**

**1. Discuss and consider approval of the June 19, 2024 meeting minutes.**

Motion made by Committee Member Crandall, seconded by Committee Member Arens to approve the June 19, 2024 meeting minutes as presented. Motion carried unanimously.

**2. Discussion of meeting schedule through the end of the calendar year.**

The Committee scheduled the next meeting to take place after the new Committee members were to be appointed, and the nomination of a new chair at said meeting was discussed.

**3. Discussion of Christmas tree lighting celebration.**

The Committee decided on dates for the event and the tree set up, which are both to take place at Town Hall. Blocking off the street and hiring porta potties were considered, but no final decision was made. Members considered elements of the celebration, including hiring a Santa, refreshments, music, and additional decorations. Marketing for the event was discussed, and it was decided that a design for banners and small signs would be created.

**E. ADJOURNMENT**

Randy Van Alstine adjourned the meeting at 5:35 p.m.

**APPROVED this the 8th day of October 2024.**

APPROVED:

ATTEST:

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

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