



SPECIAL EVENTS ADVISORY COMMITTEE AGENDA

September 25, 2023 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 September 6, 2023 Regular Meeting Minutes.
- 2. Discussion of the Town's 50th Anniversary Celebration.
- 3. Discussion of Christmas Tree Lighting Celebration.
- 4. Discussion of the 2024 Memorial Day Celebration

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: September 22, 2023 at 3:00 PM

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



SPECIAL EVENTS COMMITTEE COMMUNICATION

DATE September 25, 2023

FROM: Andrea Carpenter, Deputy Town Secretary

AGENDA ITEM: Discuss and consider approval of the September 6, 2023 Regular Meeting Minutes.

SUMMARY:

The Special Events Committee held a meeting on September 6, 2023.

RECOMMENDED MOTION OR ACTION:

Approve the September 6, 2023 Special Events Committee Meeting Minutes.

ATTACHMENTS:

- September 6, 2023 Special Events Committee Meeting Minutes.

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 50th Anniversary Celebration, namely bunting for Town Hall. Dates of either Saturday, May 25th, or Monday, May 27th, 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:

Randy Van Alstine, Chair

ATTEST:

Andrea Carpenter, Deputy Town Secretary