

Havelock Appearance Commission
Minutes – Thursday, February 10, 2022

EXCUSED:

ABSENT:

Michele Leo, Chair
Alida Holden, Vice
Marlene Lynch, Secretary
Nadyne Bentley
Agnes Curran-Tonkin
Mary Eastman
Shirley Kelly
Maggie Pimentel
Stacy Ramos
Glenda Strunk
Travis Adams, Staff Liaison
Karen Lewis, Commissioner Liaison

X

Chair Michele Leo called the February 10, 2022 meeting to order at 6:38pm at City Hall. The prayer was then read by Agnes Curran-Tonkin followed by the Pledge of Allegiance.

The January 13, 2022 minutes were accepted by Shirley Kelly and seconded by Alida Holden.

FINANCE REPORT:

No change in spent funds: Spent = \$1245.10, Balance = \$4409.90 (includes 1731.59 unspecified funds)

OLD BUSINESS:

• MAKE HAVELOCK SHINE:

There was much confusion and discussion of not being able to award the seven "Make Havelock Shine" winners restaurant certificates as their winning prize. Michele explained the correlation of gift certificates to Garner's for "Yard of the Month" recipients and the noncorrelation of restaurants to the "Make Havelock Shine" winners. After much discussion, we will request authorization to have blankets printed with each winner's photos on it.

• UNSPECIFIED FUNDS REQUEST:

A copy of the items to be requested from our unspecified funds was provided to each member and will be a part of these minutes. Michele adjusted two items from the request: 14' tree for the east side of Havelock and two-6' outdoor nutcrackers. They will be moved and requested on the 2022-2023 Appearance Commission budget. Total amount requested for items requested is \$1008.96.

• HOPSCOTCH:

A date to place the predesignated areas will be decided at the March meeting.

- **FLOWER BED/YARD OF MONTH/TREE BENCH:**

Michele would like the two team members for the Yard of the Month contest to also be responsible for weeding the area at the City of Havelock brick sign. This will ensure the weeding is done on a monthly basis through the summer. A motion was made by Mary Eastman to approve this request and seconded by Nadyne Bentley. All were in favor. Numbers and areas will be assigned at our March meeting. All of our allocated 2021-2022 funds and projects must be completed by the end of May.

Travis asked for a letter stating the projects that we have planned and need assistance with: bricks removed from the park garden, trim pergola and tree bench.

Yard of the Month winners will be selected during the months of April thru August. Gift certificates will again be provided by Garner's Plant Stand for the winners. Travis will request a check for the purchase of these certificates.

Parks & Rec employee Mark has offered to build our tree bench again for the location in Walter B. Jones Park. \$500.00 was allocated for this project and a time is yet to be decided for the start of this construction, however, early spring was suggested.

- **PRIDE OF HAVELOCK:**

A business will be chosen when the weather and landscaping is better.

- **EVENTS PROCEDURES/WORD TRACKS:**

The procedure for the Plant Swap will be available for review at the March meeting as well as the information each of the members need to help request flower donations.

- **APPEARANCE MEMBERS T-SHIRTS:**

There are four committee members who need T-shirts. TAGG's prices for their printed shirts are \$20.00 for sizes S-XL, \$25.00 for 2XL and larger.

- **PLANT SWAP:**

Photos of potting stations were passed around. \$200.00 was allocated for this purchase. Three quotes were submitted and Michele will discuss with Travis and Lee Tillman which is the best option to purchase. The Plant Swap will be held on Saturday, April 30th from 10am-12pm at Havelock City Park. The pavilion has already been reserved by Travis.

NEW BUSINESS:

- **SALUTE THE BOOT:**

It was decided we have enough boots to encircle the park, therefore, no need to place "boot boxes" in any locations this year. Boots will go down on Thursday, May 26th at 5:30pm and be picked up on Tuesday, May 31st at 5:30pm. Michele will request volunteers from the Single Marines Program. We will also need to organize and pair all of our boots in April.

- **TERM RENEWALS:**

Mary Eastman has stated she will not renew, Stacy, Maggie and Nadyne have requested to renew their terms. Michele will submit a letter to Cindy Morgan.

- **2022-2023 BUDGET:**

The following items were voted unanimously for the 2022-2023 Appearance Commission budget:

Yard of Month:	125.00
Plant Swap:	250.00
Salute the Boot Sign:	65.00
Trunk-or-Treat:	500.00
Annual Tree Lighting Jubilee:	2100.00
Decorations (tree/reindeer)	4250.00
Make Havelock Shine:	<u>425.00</u>
TOTAL:	7715.00

This list and prices will be a part of the February minutes.

- **2022-2023 TERMS:**

Michele Leo was nominated by Marlene Lynch to be Chairman of the Appearance commission for the 2022-2023 term. Maggie Pimentel seconded the nomination. Michele accepted the position. Alida Holden was nominated for the position of Vice-Chairman by Michele Leo and seconded by Maggie. Alida also accepted her position. Marlene Lynch was nominated as Secretary by Michele Leo and seconded by Mary Eastman. Marlene also accepted her position.

OTHER:

Michele advised the Chamber of Commerce again has requested a boot display for the "Salute to our Veterans" dinner on May 10th. Boots down morning of May 10th, up on May 11th. Volunteers will be needed. It was voted unanimously to place boots at the event.

All members were reminded to attend the Commissioners Meeting on February 28th to present the "Make Havelock Shine" winners with their gifts and were asked to be there at 6:45pm.

Our next meeting is scheduled for Thursday, March 10th at 6:30pm in the Board of Commissioners Chambers.

A motion to adjourn the meeting was made by Marlene and seconded by Mary, all were in favor. The meeting adjourned at 9:15pm.

Respectfully submitted,


Marlene Lynch, Secretary

THE BOARD OF DIRECTORS OF THE COMPANY HAS REVIEWED THE FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDED 31st MARCH 2014 AND HAS APPROVED THEM FOR ISSUANCE TOGETHER WITH THE REPORT OF THE AUDITORS.

THE FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDED 31st MARCH 2014 HAVE BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE COMPANIES ACT, 2013 AND THE COMPANIES (FINANCIAL STATEMENTS) REGULATIONS, 2013.

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Mahesh Chandra
Director