

Havelock Appearance Commission
Minutes – Thursday, July 14, 2022

	<u>EXCUSED:</u>	<u>ABSENT:</u>
Michele Leo, Chair		
Alida Holden, Vice	X	
Marlene Lynch, Secretary		
John Barra		X
Nadyne Bentley		
Agnes Curran-Tonkin		
Shirley Kelly		
Maggie Pimentel		
Stacy Ramos	X	
Glenda Strunk		
Travis Adams, Staff Liaison		
Karen Lewis, Commissioner Liaison	X	

The meeting was called to order by Chair Michele Leo at 6:31pm. The prayer was provided by Agnes Curran-Tonkin followed by the Pledge of Allegiance.

A motion to approve the June minutes was made by Marlene Lynch and seconded by Nadyne Bentley. All were in favor and the minutes were approved as written.

OLD BUSINESS:

• UNSPECIFIED FUNDS:

Michele shared with the committee that the bench for City Park has finally been completed.

The pamphlets for the Appearance Committee events have also been completed. Travis placed the order for 500 pamphlets and when picking them up, they were printed on the wrong paper. Staples reprinted another 500 and gave us both sets for the price of \$99.00. We will be able to utilize these at upcoming events to share what our committee does throughout the year.

Michele also shared that the video that Jen Merlo of Blue Fin Artistry submitted for advertising the "Make Havelock Shine" homes/businesses has been declined. Documents were submitted for the City Attorney to review and changes were requested, one of them being that she would lose copyright to the video/photos and she declined. We will look into other avenues for advertising this year's event.

• T-SHIRTS:

Mary Eastman from TAGG submitted an invoice for four T-shirts in the amount of \$72.59 that included a \$12.00 donation discount. Mary also included a quote for one additional T-shirt in the amount of \$17.08. Payment was tabled by Marlene Lynch and seconded by Shirley Kelly until next months meeting when Michele receives the invoice for the additional T-shirt.

- **BOOTS/JULY 4TH:**

Michele shared that there was some confusion with setting up the display for the Fourth of July in City Park. It is suggested that we submit photos or diagrams to ensure that each event's display is the same each year.

- **ADVISORY BOARD:**

Michele met with Katrina in April and shared our committee's desire to form a subcommittee to provide input and assist the Planning Department with nuisance abatement issues along the 70 corridor. Per the Appearance Commission's Code 33.30, "The commission may establish an Advisory Council when in the judgment of the commission such a council will be an aid to the performance of its duties. However, the commission shall not delegate to the Advisory Council any of its official powers or duties. In addition, the commission, from its own membership, may establish any temporary or permanent committees needed to assist it in the study of specific questions and problems". John, Stacy, Maggie, Glenda, and Michele will serve on this committee to create a mission, vision and procedures in place for this Advisory Council to be submitted to the Board of Commissioners for approval.

NEW BUSINESS:

- **YARD OF MONTH:**

Yard of the Month was presented to the Makay Family at 144 MacDonald Blvd. Marlene and Agnes will select Yard of the Month for August for Area 1.

- **PRIDE OF HAVELOCK:**

Ziggy's was selected for the Pride of Havelock. Glenda will deliver the sign to the establishment. Suggestions are requested to be made for next month's meeting.

- **TREE LIGHTING JUBILEE:**

Michele shared with the committee that the first Tree Lighting Jubilee took place in 2000! She shared the following vendors have already committed to serving at this year's event which will be held on Saturday, December 3rd from 3-5pm:

- 2 Crazy Donuts
- Snoop Dog
- Baker's Rise
- Maria's Hella Fat Food
- Tiki's Shaved Ice/Coffee

Several of last year's crafters have already committed to returning for the event as well.

Michele will provide forms to all participants as Travis stated they can fill them out and ask all vendors to specify Tree Lighting on their application to secure their spots for the event.

Marlene shared that her and Stacy will be getting together before the end of this month to start the planning process, layout of the event and provide an update for next month's meeting.

Marlene will also plan to meet with Ray Toler after the layout has been established to start

ordering the sheds. Stacy will put together a flyer and copies will be made for all to share throughout the town/schools.

Entertainment this year will be by the MCAS Marine Corp Band and Travis will request to have them play from 3pm-4pm. Michele will request Mary Beth Beasley's dancers from the Center of the Performing Arts to perform this year from 4:15-4:45pm.

- **MAKE HAVELOCK SHINE:**

Michele asked for suggestions for the Make Havelock Shine judging this year. She mentioned that the swearing in for the new City Commissioners will be held on Monday December 12th which would fall on a day we normally drive around the five areas to select our winners. Marlene suggested having the judging done on December 13th and 14th and our annual Christmas party on December 15th. Marlene suggested we table this to next month so the committee could vote on this.

Michele asked if the committee was interested in having a "Live Window Display" again this year. A motion was made by Marlene Lynch to have the display, it was seconded by Nadyne Bentley and all were in favor.

- **BUDGET (FISCAL YEAR 2022-2023):**

	APPROVED:
YARD OF THE MONTH:	125.00
PLANT SWAP	250.00
SALUTE THE BOOT:	65.00
TRUNK OR TREAT:	500.00
TREE LIGHTING JUBILEE:	2885.00
MAKE HAVELOCK SHINE:	425.00
T-SHIRTS NEEDED FOR COMMITTEE:	<u>250.00</u>
TOTAL:	4500.00

\$4250.00 was requested for Christmas decorations but was declined by the Board of Commissioners. A total of \$2100.00 was requested for the Tree Lighting Jubilee, however, \$2885.00 was allocated which will allow for any additional decorations needed for our event.

OTHER:

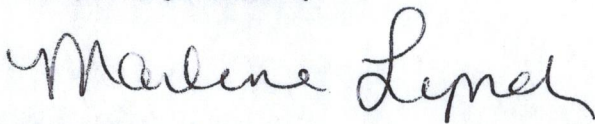
- Marlene shared the "Voices of Havelock" magazine that was recently published and the vision of Reverent Dr. Donna Thompson and the Cherry Point UMC Mission & Ministry Team. Together these individuals secured grant funding and built a team of volunteers to share Havelock community stories in hopes it would bring us all closer together. Within the pages of this magazine are heartwarming stories of lifelong residence, stories of Hurricane Florence and what our community did to bring us together during some of our most trying times. Copies can be

picked up at Cherry Point United Methodist Church, First United Methodist Church, Piney Grove AME Zion Church as well as the Chamber of Commerce while they last.

- Michele shared with the committee that Josh Kohr contacted Michele stating he would like to get more stories added for the Salute the Boot display. Michele suggested contacting the Disabled American Veterans Havelock chapter. Michele and Josh met with the DAV and information was requested. Marlene shared she has also been looking into obtaining stories but would like to get stories from local fallen heroes that can be viewed by family members when visiting our memorial during the Memorial Day weekend. Both will be pursued to get names and start additional stories for the Park. Michele also shared while visiting the DAV, they mentioned the "The Wall that Heals" (Vietnam Veterans Memorial Replica & Mobile Education Center) visits different towns each year. A request to display the traveling wall was submitted by the Havelock DAV for year 2023. The DAV will be advised by October 2022 if Havelock has been selected. In addition, the DAV has filed for a Blue Star Memorial Marker. This request was made to the National Garden Clubs, Inc. The local Garden Club would be a sponsor, however, because Havelock no longer has a Garden Club, DAV chose our Appearance Committee to complete the form. The Appearance Commission is listed in name only, thus bears no responsibility personally or financially. When the marker is received, there will be a formal presentation and the marker placed in City Park.
- The next Board of Commissioners meeting will be held on Monday July 25th at 7:00pm in the Commissioners Chambers. Televised meetings can be viewed immediately following the taping on the following days: Tuesday @ 7pm, Friday @ 8pm, Saturday @ 7pm and Sunday @ 3pm.

A motion was made to adjourn the meeting by Maggie Pimentel and seconded by Shirley Kelly. All were in favor and the meeting was adjourned at 7:39pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marlene Lynch". The signature is written in dark ink and is positioned above the typed name.

Marlene Lynch, Secretary