

Havelock Appearance Commission
Minutes – Thursday, August 11, 2022

EXCUSED:

ABSENT:

Michele Leo, Chair
Alida Holden, Vice
Marlene Lynch, Secretary
John Barra
Nadyne Bentley
Agnes Curran-Tonkin
Shirley Kelly
Maggie Pimentel
Stacy Ramos
Glenda Strunk
Travis Adams, Staff Liaison
Karen Lewis, Commissioner Liaison
Commissioner Josh Kohr (GUEST)

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The meeting was called to order by Chair Michele Leo at 6:34pm. The prayer was provided by Agnes Curran-Tonkin followed by the Pledge of Allegiance.

A motion to approve the July minutes was made by Glenda Strunk and seconded by Nadyne Bentley. All were in favor and the minutes were approved as written.

FINANCIAL REPORT: NONE

OLD BUSINESS:

• **UNSPECIFIED FUNDS 2021-2022:**

Michele reported she met with the Finance Director Lee Tillman along with Jen Merlo, owner of Bluefin Artistry, on speaker phone, to see if Jen was in agreement with the changes in the sales contract made by the City Attorney. An agreement could not be reached. We are unable to purchase the Christmas video.

• **T-SHIRTS:**

Two invoices were provided by TAGG in the total amount of \$89.67. the committee approved by majority vote to pay the invoice for five Appearance Committee T-shirts.

• **BOOTS/JULY 4TH:**

It was suggested to create diagrams of the boot display for Memorial Day, July 4th and Veterans Day so they are arranged the same each event. Photos of previous years will be reviewed as well and submitted.

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- **TREE BENCH:**

Michele shared she has photos of both of the parks tree benches built by Mark from Parks & Rec. The photos will be posted on all social media platforms. Authorization to post was obtained.

- **ADVISORY BOARD:**

There was much discussion about the Advisory Board the Appearance Committee would like to assist the Planning Dept in nuisance abatement but, more importantly, the state of the 70 corridor. Commissioner Josh Kohr spoke at length regarding the pros and cons of such a committee. After a lengthy discussion, Michele's concern is not necessarily about the pros and cons, but that the commissioners were unsure of our intent for the Advisory Board. Michele stated she will ask for a meeting with our City Manager and report at the September meeting.

NEW BUSINESS:

- **YARD OF MONTH:**

302 Nottingham Drive was chosen as August 2022 "Yard of the Month". Antoinette and Dwight Johnson were presented with a gift certificate for Garner's Plant Stand, a yard sign placed and, with their permission, a photo was taken to share on social media.

- **PRIDE OF HAVELOCK:**

Our Pride of Havelock was awarded to Ziggy's Restaurant. Our Pride of Havelock sign was placed at their location and a photo taken and authorization given by Ziggy's to post on all social medial platforms. The committee was asked to bring their choices for the Pride of Havelock to next month's meeting.

- **TREE LIGHTING JUBILEE:**

Marlene shared with the committee that she and Stacy met with Ray Toler and were only approved for four sheds this year per his corporate headquarters. Sheds were designed and photos shared with the committee. We will have the Santa Shed, cookie/hot chocolate/hot cider shed, a craft shed and a gingerbread shed for the gingerbread contest. Games will also be implemented this year and we will utilize as much of the park as possible.

Michele confirmed Greg Ciesielski will be our Santa at this year's event. Michele will also submit a letter to the Coordinator of the Single Marines program to secure volunteers for assisting in decorating the sheds as well as the day of our event (requesting at least 10 for shed decorating and 15 for the day of our event).

Travis has been contacted by the MCAS Band to confirm time frames for this year as well. He will submit a letter to them to secure them for December 3rd from 3:30-4:30pm.

Michele will touch base with Mary Eastman to see if she has any hot cocoa left at her storage and we will need to check the storage center for styrofoam cups. Once confirmed what is still

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available, a list will be put together for Travis to purchase the necessary items needed for the cookie/hot chocolate/cider shed.

Tree lighting event this year will begin at 3:30pm and end sometime between 5:45-6pm. It was agreed that the deadline for Vendors/Crafters entrees will be Friday, November 4, 2022. Travis will make the final approval if duplicate vendor applications are submitted.

Marlene will be the point of Contact for this year's event for Travis with Stacy being her back up. Marlene will submit a list of items needed to purchase for the event to Travis before next month's meeting. Everyone will be updated via email on a weekly/biweekly basis for items of need/assistance and delegated as necessary.

- **MAKE HAVELOCK SHINE:**

Michele requested to discuss the dates of the Make Havelock Shine/Live Window display for this year as last year's judging was extremely long. We chose the dates of December 13-15th for judging the "Make Havelock Shine" lights and will need to discuss further in detail the date for the Live Nativity (possibly on Friday evening) and hosting our Christmas party on another evening. This was tabled to be reviewed next month.

OTHER:

- Marlene shared she will research finding a memorial story to add to the Memorial Day display for next year's event. She will reach out on social media first for feedback and share her progress at upcoming meetings. Alida also offered a story, will get the details from her separately.
- Trunk-or-Treat details will be discussed in more detail next month when dates are available.
- Commissioner Kohr attended our meeting to update the Traveling Memorial Wall that we hope to have visit the City of Havelock next year. Paperwork was filled out by Michele/Josh.
- The 9/11 Memorial will fall on Sunday this year.
- The next Board of Commissioners meeting will be held on Monday August 26th 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 Marlene Lynch and seconded by Alida Holden. All were in favor and the meeting was adjourned at 8:40pm

Respectfully submitted,

Marlene Lynch, Secretary

