

Tree Lighting Committee

Meeting Minutes

October 29, 2025

Meeting was called to order at 5:28 PM.

- 1. Committee Members Present:** Mayor James Breckinridge, *Mark Parker, Anita Ivey, Keala Bennett, Aloha Elliott, Terri Hanks, Carolyn Breckinridge, Stephanie Laderer, Yvonne Whitaker, EveLyn Walters*
- 2. APPROVE MINUTES FROM THE PRIOR MEETING**
 - 2.1. Minutes from the October 1, 2025 meeting were approved; motion Yvonne, second Stephanie*
- 3. NEW BUSINESS**
 - 3.1. Review Business Registrations
 - 3.1.1. Went down the list provided at the meeting to review business booth special needs and setup locations
 - 3.1.1.1. Jade Realty and VFW will need to be outside for the S'mores and hotdog stations; area blocked off for their setup.
 - 3.1.1.2. Enigma will need two tables
 - 3.1.1.3. Lumpia Republic Food Truck wanted to set up and sell food; after discussion it was decided to NOT allow them to setup to sell food (want the event to remain a free event) but, if they wanted to have a table and provide a giveaway or a activity for the kids they could.
 - 3.1.1.4. Coletta Smith- raffle idea will need to be Christmas Themed and Free
 - 3.1.1.5. Mom's Basement: will need electric and a space they can project a Christmas movie onto a wall.
 - 3.1.1.6. The Office Cigar Lounge: marshmallow guns give away; will need to be sure they are not making a mess in the building
 - 3.1.1.7. Someone was going to check with Aaron Williams about prizes for the Grinch Cornhole
 - 3.1.1.8. EveLyn was going to check about the photographer to be sure parents were able to get their pictures for free, to be sure they took pictures of the event as well and not just Santa pictures, and that the City would have permission to use all pictures that are taken for the event.
 - 3.1.1.9. NAACP James was going to call to be sure that are in the hallway for the event and not at Drury as no one would go there.
 - 3.1.1.10. VA, CASA and Lincoln University will be setting up in front of their offices for the event
 - 3.1.1.11. USO will need a table
 - 3.1.1.12. Nexthome and JROTC will also get a table.
 - 3.1.1.13. The City of St. Robert and the Mayor will have tables as well to hand gift bags out to children. At the City table, people will be encouraged to download the City App. People that have the app or download the App on site can enter a drawing for a Giant Christmas Stocking or giftcards from local businesses.
 - 3.1.1.14. Business applications will be closed after these last minute additions.
 - 3.1.2. Carolers: 3rd – 5th grade students 5:45-5:55 & 6:05-6:20
 - 3.1.3. Steve Brothers as a DJ for the event outside
 - 3.1.4. The wooden Christmas Card for people to sign for the troops needs to be made.
 - 3.1.5. Toys for Tots: box donated for the City to display as a drop-off point, toy donation or a money donation via QR code, pick up donations around Dec. 13th (after Christmas in the Park)
 - 3.1.6. Flyers for the event need to be made and distributed.
 - 3.2. TO-DO List before the event
 - 3.2.1. Set-up for businesses starts at 1 pm; will need master list of table assignments, tables setup with chairs and numbered.
 - 3.2.2. The tree needs to be disassembled, fluffed, and lights installed, ready to be moved
 - 3.2.3. A setup plan designed with table and chairs moved from CC, setup on Dec 1 in the AM, tree moved to location before Thanksgiving holiday, inside decorated with tree and Santa Area

3.2.4.Setup plan finished and volunteer work days scheduled.

3.2.5.Get with Fire and PD about Santa arriving on Fire Truck with Police escort

3.3. Next Meeting will be November 19, 2025 at 5:30 PM in the City Hall Conference Room

4. MEMBER COMMENTS

5. ADJOURN MEETING

Meeting adjourned at 7:18 pm.