

CAYCE EVENTS COMMITTEE Meeting Minutes

**Thursday, May 14, 2026 – 5:30 p.m.
Cayce City Hall, Council Chambers**

I. Call to Order

The meeting of the Cayce Events Committee was called to order at approximately 5:30 p.m. in Cayce City Hall Council Chambers.

II. Introductions of New Members and Current Members

Committee members and attendees introduced themselves and shared their backgrounds, community involvement, and interests in serving on the committee.

Introductions included the following committee members and attendees:

- Mike Harlen
- Teresa Mitchell
- Ashley Brown
- Diane Arthur
- Felicia Thomas
- Vanessa Mota
- Kristen Hall – City of Cayce Staff
- Jean Boiteau – Chair

The committee currently has two open board positions.

Additional notes:

- Maxine Creamer, Secretary, was absent from the meeting.
- Vanessa Mota arrived approximately 30 minutes late.

Members discussed committee participation, community involvement, and ideas for future events.

III. Review of Committee Bylaws

The committee reviewed the current bylaws and discussed the committee's purpose, structure, and operational procedures.

Discussion included:

- The committee's role in planning and organizing special events sponsored by the City of Cayce.
- Committee appointments made by City Council for one- or two-year terms.
- The committee's allowance of up to 11 members, with three current vacancies, including the Vice Chair position.
- Chairman responsibilities, including approving agendas, presiding over meetings, acting as spokesperson, signing approved documents, and transmitting reports to the City Manager.
- Meeting schedules, including regular monthly meetings held on the second Thursday of each month at 5:30 p.m.
- Procedures for special meetings require 24-hour public notice.
- Agenda modifications requiring majority vote approval.
- Quorum requirements and the use of Robert's Rules of Order to govern meetings.
- Secretary's responsibilities, including preparation and maintenance of meeting minutes as public records.
- Attendance expectations and possible removal for excessive absences.

The committee discussed the need to formally review and update the current bylaws, noting that the existing version dated from 2022 and may not have been fully approved or distributed to all members.

Members also discussed establishing a process for bylaw acknowledgment and future revisions.

IV. New Business

A. Upcoming Events – Fall Fest and Cayce Cooldown

Discussion included:

- Fall Fest scheduled for October 3, 2026.
- Cayce Cooldown tentatively planned for July pending resolution of insurance matters.
- The committee's role in Cayce Cooldown, including event-day support, setup assistance, and coordinated committee T-shirts.
- Entertainment ideas for Fall Fest, including college jazz groups such as the Illyana Rose Trio and Willie Wells and Blue Ridge Mountain Grass.
- Suggestions to incorporate a DJ and photo booth into Fall Fest activities.
- Felicia Thomas offered the use of her 360 photo booth services for future events.

- Concerns regarding music overlap between DJs and live bands during past events, leading to suggestions for staggered performance schedules.
- The desire to support local Cayce businesses for event decorations and event-related services.

Members acknowledged the importance of improved coordination, planning, and community input for future city events.

V. Other Business

A. Fall Concert Series Proposal

Members discussed the possibility of adding a Fall Concert Series utilizing the Art Lot leading up to Fall Fest.

Discussion included:

- Inviting college jazz groups and local musicians.
- Involving local school music programs and student performers.
- Creating weekly events leading up to Fall Fest to increase community engagement and youth involvement.

The proposal was received positively for future consideration.

B. Election of Vice Chair

The committee discussed the absence of a Vice Chair and the need to fill the position.

Members noted that the bylaws did not clearly outline the process for filling vacancies mid-term. A motion was made to proceed with voting during the current meeting. The motion was made by Mike and seconded by Alice.

Diane Arthur nominated Felicia Thomas for the position of Vice Chair, and Mike seconded the nomination. Felicia Thomas accepted the nomination.

Voting was conducted by the committee members present, and Felicia Thomas was elected as Vice Chair of the Cayce Events Committee.

VI. Action Items

The following action items were identified during the meeting:

- Update Diane Arthur's email address on the committee contact list. *(Kristen Hall) *

- Review and update committee bylaws with the goal of having them ready for signing by the January meeting. *(Committee)*
- Identify possible dates for a bylaw amendment meeting and distribute options by email. *(Committee)*
- Research and suggest entertainment options including the Illyana Rose Trio and Willie Wells and Blue Ridge Mountain Grass. *(Gene Pueto) *
- Explore incorporating a DJ and photo booth into Fall Fest programming. *(Committee)*
- Provide committee members with a copy of Robert's Rules of Order. *(Felicia Thomas) *

VII. Next Meeting

The committee confirmed that meetings will continue to be held on the second Thursday of each month at 5:30 p.m.

VIII. Adjournment

There being no further business, the meeting was adjourned at 6:38 p.m. on May 14, 2026.