

**Special Events Team
Meeting Minutes
Date: Oct. 7, 2025
Time: 10:30 AM**

Call to Order:

The Special Events Team met on Oct. 7, 2025 to discuss the Jingle Bell Trail 5K. Maria Puckett, Special Events Coordinator, called the meeting to order at 10:30 am. Other attendees included:

SET Committee:

Recreation: Maria Puckett, Michelle Johnson, & Kim Lindsay; Fire Department: David Winkles; Courtney Lumpkin, PTCPD; Chris Helton-Facilities Supervisor; Tim Maret-Code Enforcement; Wilson Allen-CVB; Al Yougel-KPTCB; Kevin Mras, Vivian Lett-Public Communications; Kaitlyn Gillette-FCDEH

Event Organizer: Amanda White, PTC Elementary

Discussion Topic:

- Approval of meeting minutes from Sept. 16 & 30, 2025 SET Meetings. Motion to approve made by Chirs Helton and Joe Addison seconded. Minutes passed unanimously.
- Discussion of the 2025 Jingle Bell Trail 5k by PTC Elementary. This event is in its 29th annual run. It is the oldest school run in Fayette County. Kim Lindsay moderated the SET Meeting. Signage, food at the event, and PD needs for the run were discussed. No portable toilets needed. All set-up contained to the PTC Elementary property. Off-site parking discussed at Riley and church across the street with permission in writing to be provided as well as a shuttle from PTC 3.
- **Adjourn:** The meeting was adjourned at 11:00 AM.

, Recording Secretary