



February Board Report

January was focused on planning and preparation across the department.

- **Concert Series:** The summer concert lineup is nearly finalized, with **11 bands** scheduled from **July 2 through September 10**.
- **Market-Fests:** Monthly markets will begin in **March**. Sheila has done an excellent job adding **monthly themes, children's activities, and live music** to enhance each event.
- **Event Planning & Marketing:** Ongoing work includes scheduling, preparing marketing materials, and coordinating promotions for upcoming events.
- **Board Retreat Preparation:** With the Board Retreat scheduled for March, the department is preparing reports, PowerPoint presentations, and budget materials.
- **Community Engagement:** Staff attended the **Chamber of Commerce Annual Event** to share updates on current and upcoming projects in Shallotte.
- **Safety Committee:** Participated in a Safety Committee meeting to review emergency incidents and response efforts as a whole.
- **Department Updates:** Continued internal updates including departmental files, the Welcome to Shallotte packet, PIO materials, and website content.
- **Looking Ahead:** Spring activities will include **Career Days, Market-Fests, the Easter Event**, and finalizing the **summer and fall event schedules**.