

# WALLACE TOWNSHIP PARKS AND RECREATION

January 19, 2015

## Meeting Minutes

### Present:

Rebecca Cesarz  
Michelle Cleaver  
Marcell Moore  
Danielle McDonough

### Others in Attendance:

Meeting called to order at 7:02 pm by Rebecca Cesarz

### Business Discussed:

1. Reorganization of the board:
  - Chair: Rebecca Cesarz
  - Vice Chair: Marcell Moore
  - Secretary: Michelle Cleaver
2. Discussed volunteers for working future events. Need more people to help work the events; won't need to attend meetings.
3. Work Sessions are on the calendar for 2015 (1<sup>st</sup> Wednesday of the month). The board will plan to meet on 2/4/15 at 7pm as scheduled.
4. Upcoming events – Budget is \$15,000
  - a. Easter Egg Hunt – 3/28/15 from 12-2pm. The rain date will be 4/4/15.
    - i. Need to submit plans to the board asap
    - ii. Gifts were purchased last year, only expense should be candy. Planning to fill eggs on 3/16/15
  - b. Community Day – 5/30/15 from 4-7pm.
    - i. Concert to follow? Ms. McDonough will check on vendor availability. Might be best to only schedule 2 bands because of time.
    - ii. Ms. Cesarz to speak with Glenmore Fire Company regarding providing food again
    - iii. Discussed being set in plans 2 months ahead of time
    - iv. Would like to try using “sign-up genius” to track volunteers
    - v. Need to develop a plan at the next meeting for when to hit planning milestones and when we need to submit info to the board by
    - vi. A new plan to organize the distribution of gifts for the ticket prize system should be discussed before the event.
  - c. Movie Night – 8/22/15 with a rain date of 8/29
    - i. Only doing one movie night this year – saves ~\$1200
  - d. Halloween – 10/31/15 (if approved by the board).
    - i. Trick or Treating from 5-7pm, party and costume parade to follow at the park at 7pm.
    - ii. Need a DJ
    - iii. Discussed having prizes only for the costume contest winners
  - e. Tree Lighting – 12/5/15 with a rain date of 12/6/15

5. Will need a plan for the year of when to submit info to the board by for each applicable event.
6. Need a flyer (8.5x11) and a large poster (to display at events) designed to advertise all of the township events for the year.

Meeting was adjourned at 7:53pm.