

# WALLACE TOWNSHIP PARKS AND RECREATION

February 19, 2018

## Work Session Minutes

### Present:

Marcell Moore  
Dana Daniele  
Michelle Cleaver  
Carol Zindel

### Others in Attendance

Lori Casarella

Meeting called to order at 7:40 pm by Ms. Moore.

### Business Discussed:

1. Board nominated and voted on officers. Ms. Moore will continue as chair, Ms. Daniele as vice chair, and Ms. Cleaver as secretary.
2. Approved minutes from 11/1/17 and 11/20/17.
3. November 2018 – Discuss meeting times and dates for the meetings and work sessions. Can they be on the same day of the week?
4. Discussed Dates for 2018 events
  - a. Egg Hunt 3/24/18 Rain Date 3/31/18 @1pm
  - b. Movie Night 6/8/18 Rain Date 6/9/18 @8pm
  - c. Community Day 8/25/18 3-7pm, Parade at @3pm, Event to follow opening ceremony
  - d. Halloween 10/27/18 Trunk or Treat @5:30pm, Party @6pm
  - e. Tree Lighting 12/2/18 Rain Date 12/9/18 @5pm
5. Tree Lighting Recap
  - a. Santa
    - i. The Santa line outside of the pavilion worked great, less crowding.
    - ii. Arrival at 6:10pm worked well; some guests had pizza, some went to see Santa.
    - iii. Lit walkway with the elves to escort worked well.
  - b. Food
    - i. Need to purchase 2 pizza cutters for the P&R tool box. Need 3 pizza servers. All pizza was eaten and the new vendor was great.
    - ii. Cookies all went very fast.
    - iii. Order 3 decaf and 7 regular coffees next time (Dunkin Donut boxes)
    - iv. Need to heat up water sooner and use a large tub of hot chocolate vs. all packets. Could we order premade hot chocolate instead?
    - v. Need trash receptacles at each food table.
  - c. Misc.
    - i. Photographer was great, need to figure out how to not cut off faces.
    - ii. Holiday hats and head bands were a big hit.
    - iii. Need a sound system. Microphone for the disco ball set is broken.
    - iv. Donations – 233lbs this year, 97lbs in 2016.
    - v. 2018 – Pass out a bag at Halloween to fill for the food drive and bring to the tree lighting. Use reusable bags and return them annually. Can we make a thermometer for our food bank progress? The frozen turkey information cards were not passed out, maybe pass them out at Halloween. Stores give out a lot of free turkeys during November.
6. New ideas for 2018?
  - a. 2017 – Community Day parade, live music, and food trucks

- b. Discussed options, planning to do a holiday lighting contest within the township. Will need to figure out the details of voting. Registration information can be passed out at Halloween, register until Thanksgiving, start competing after the Tree Lighting (tentatively). A map of participants could be passed out at the tree lighting. Will follow up with an adjacent community to see how they run their contest.
7. Signs – Need to prepare a fresh template for 2018.
8. Easter
  - a. Status of the eggs; cleaned, paired, and sorted?
  - b. Need to set up with the chalk boundary lines again. The lay out was great. The starting line was good, need the tape to drop faster.
  - c. Plan for 200 cookies and gift bags. Need to verify what we have in stock for the gift bags.
  - d. Need to set aside extra eggs and candy in case anyone comes too late.
  - e. Need to monitor the area between the older kids and younger kids to make sure the older ones are only searching their designated area.
  - f. No Cadbury eggs – melt too fast.
  - g. Ms. Cleaver will bring her wagon to help spread out eggs in the park.
  - h. Set up water and games on the tables.
  - i. Can we use the photographer from the tree lighting to do pictures with the bunny in front of the tree? Have the bunny pass out the parting gift.
  - j. Can Park and Rec meeting just to fill eggs without having an official meeting? Has candy been purchased?
  - k. Ms. Zindel noted that the Trails group would like to do an activity and the egg hunt and is willing to help spread eggs. The board agreed this would be a great addition. If they send information to Ms. Cleaver, it can also be advertised on the Park and Rec Facebook page.
9. Community Day
  - a. Parade – Send out a save the date to make sure people are aware we’ll be doing the parade again. Need to contact Springton Manor Elementary early so they’ll have time to prepare a float.
10. Next Meeting
  - a. 2018 – Assign dates for each person to rotate in and attend a board of supervisors meeting.
  - b. Fill eggs and continue to plan
  - c. Pick a movie for movie night if able
  - d. Decide on a Community Day theme and ideas

Meeting was adjourned at 9:14pm.