

# WALLACE TOWNSHIP PARKS AND RECREATION

March 20, 2017

## Work Session Minutes

### Present:

Marcell Moore  
Dana Daniele  
Michelle Cleaver  
Carol Zindel

### Others in Attendance:

Jacob Allewein  
Hunter Moore  
Betty Randzin

Meeting called to order at 7:34 pm by Marcell Moore

### Business Discussed:

1. Approved minutes from 1/20/17, 2/20/17, and 3/1/17.
2. Dates Review for 2017 events
  - a. Wallace Trust is planning to host a 5K run tentatively schedule for 9/16/17 and will need volunteers to help run the event. Ms. D'Angelo is in charge. Rain date is 10/14/17.
3. Boy Scouts in attendance, thanked the Board for the 2016 Community Day donations
4. Easter
  - a. Some of the scouts will be away at a camp out, but those not attending may be able to help with the event. Mr. Moore and Mr. Allewein will send out a request for help.
  - b. Ms. Cleaver will create a sign up genius page and post on social media for assistance. Ms. Cleaver and Ms. Daniele are unable to attend on 4/8/17.
    - i. This is a good way for seniors to earn hours for their senior projects.
    - ii. Need volunteers for water and cookies, gifts, set up décor, spread eggs
    - iii. 11am arrival for set up, 12:30 to work the event, look for someone in a high vis vest
  - c. Scouts able to the chocolate egg fundraiser? Mr. Moore and Mr. Allewein will follow up on this.
  - d. Ms. Cleaver to find an alternative to yellow caution tape to use to mark the different area for the egg hunt
  - e. Ms. Randzin confirmed we have a bunny suit.
  - f. Use Mr. Bainbridge's sound system for the event? Megaphone wasn't enough last year.
  - g. Need posters with the schedule for the egg hunt
5. Movie Night
  - a. Scouts available – could sell movie sized candy, glow sticks, single serve ice cream? They need to decide and let the P&R Board know plans so we can advertise.
  - b. Township provides free popcorn and water.
  - c. Movie night rain date – change to 6/23/17? Ms. Randzin to confirm.
6. Community Day
  - a. No boy scouts will be here, maybe some cub scouts. Ms. Daniele will check with the girl scouts.
  - b. Ms. Daniele and Ms. Moore will set up a meeting with the principal at Springton Manor.
  - c. Ms. Zindel will bring a draft of the parade invitation to the next meeting on 4/5/17 and it will be finalized at the work session on 4/17/17.
  - d. Ms. Cleaver will be responsible for parade staging.
  - e. Advertising of all boards for the township
    - i. Include advertising for open positions
    - ii. Have a "Meet Wallace" banner to pull people to the area
  - f. Bounce Houses
    - i. Definitely want "Vertical Rush" and "Leaps and Bounds"

- g. Ms. Cleaver to print aerial photos again of the areas so we can illustrate staging ahead of time
  - h. Need to reach out to Far Away Farms, Glenmoore Deli, and DiaDoce (cupcakes) about participating and have them send us a proposal.
  - i. Verify GMFC can still do the BBQ; Ms. Randzin to do.
7. Halloween
- a. Trunk or Treat – Could use help from the scouts parking cars
  - b. Hay Ride – Discussed doing every other ride as a scout set up “haunted” ride, scouts accept donations
  - c. Could use scout assistance with decorating
8. Tree Lighting
- a. Could use scout help for set up
  - b. Doing the food drive again
9. Signage
- a. Need to create for Egg Hunt. Ms. Randzin should have a quote this week.
  - b. Need to change the date on the banner. Ms. Randzin to email PennDOT regarding hanging the sign on 8/1/17.
10. Next Meeting
- a. Finalize Egg Hunt logistics
  - b. Review draft of the parade invitation
  - c. Discuss Food Truck Ideas
  - d. Need to find someone with a flatbed truck for the band
  - e. Event Signage
  - f. Schedule posters

Meeting was adjourned at 9:16pm.