

WALLACE TOWNSHIP PARKS AND RECREATION

April 1, 2015

Work Session Minutes

Present:

Marcell Moore
Rebecca Cesarz
Michelle Cleaver
Mark Bainbridge
Laura Braun
Danielle McDonough

Others in Attendance:

Betty Randzin

Meeting called to order at 7:06 pm by Rebecca Cesarz

Business Discussed:

1. Officers: Ms. Cesarz made a motion for Ms. Moore to take the position of chair, Ms. Cleaver seconded the motion. Ms. Moore made a motion for Ms. Cesarz to take the position of vice chair, Ms. Cleaver seconded the motion.
2. Easter: Will recap at next meeting.
3. Community Day:
 - a. Reviewed packet from Ms. Randzin including an outline for the flow of the day. Ms. Randzin and Ms. Moore will be the two points of contact.
 - b. Food: Township needs to rent a grill. The Glenmoore Fire Company will handle all of the food (order, prep, sell). GGS will not be participating. BBQ time TBD. Costs – Minimal. Prizes are done, possible expense with concert, preliminary discussion and logistics of a fireworks show (if board approves).
 - c. Inflatables – can make final decision on in two weeks. Remove “Batter up?” Add moon bounce? Don’t want to duplicate inflatables with the sports theme already in place.
 - d. Sports theme – Activity logistics
 - i. How to win prizes
 - ii. DARC sport activities – 3 the first hour, 3 the second hour
 - iii. Use Downingtown H.S. West students to run the activities
 - iv. Activity: 10-15min clinics – how to hold equipment, use it, general sport information
 - v. DARC is reaching out to students
 - vi. Have a sign-up sheet at each station to manage participants
 - vii. Younger children – What can they do? Rope off an area for the younger kids.
 1. “Hippity Hop” races, parachute, golf, sack toss, jump ropes, fling toss, parachute, hula hoops
 - e. Music and script for day to be coordinated by P&R
 - f. BoS had requested prizes that can’t be kicked or thrown around after last year’s event. How do we manage this? Use a score card to acquire points to win prizes and distribute prizes at the end of the event.
 - g. PECO – “Lighting the Way” activity – give out prizes at the end of the night
 - h. Prizes: Totes with the child’s score card attached are store until the end of the night.

- i. Volunteers: Dress as ref's and have whistles? Use Sign-Up Genius to coordinate volunteers. Later discussed getting lime green vests to designate "Staff" (for P&R members) and "Volunteers."
 - j. Mr. Bainbridge will contact music vendors to get a price and check with the movie vendor for dates.
 - k. Need lights again in porta-potty
 - l. Also in attendance: State Police and Chester County SPCA (need a mini tent? Ms. Braun has one. Bringing animals?)
4. Advertising
- a. Banner across Creek Road – add a pocket so dates can be changed annually, need to get measurements, need to get permission from Penn DOT, need to borrow a ladder truck from another fire company to reach.
 - b. BoS wants bigger advertising in the newsletter. Newsletter will go out ~2 weeks before Community Day.
5. Upcoming BoS topics:
- a. Potential change of concert to fireworks (Betty to confirm vendor is available)
 - b. Vests
6. Miscellaneous:
- a. We should offer P&R assistance for the day of if needed.
 - b. We will need to come up with our themes for 2016
 - c. Emails – follow topic matter in subject line to help stay organized.

Meeting was adjourned at 8:34pm.