

WALLACE TOWNSHIP PARKS AND RECREATION

April 17, 2017

Work Session Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Carol Zindel

Others in Attendance:

Laura Braun
Betty Randzin

Meeting called to order at 7:38 pm by Marcell Moore

Business Discussed:

1. Approved minutes from 4/5/17.
2. Voted to reinstate Laura Braun to the P&R board. All members were in favor; Ms. Moore will send a letter to the Board of Supervisors.
3. Easter Recap
 - a. Went well overall, great set up on the field. Boundary line worked great, but needs to fall faster. It may be helpful to have two people to pull it out of the way so it's not a tripping hazard. Kids and parents figured out the layout and staged themselves appropriately. Used chalk lines to mark out the areas on the field.
 - b. Some of the older kids moved to the next section over to get eggs from the younger area. Need a volunteer to work crowd control and monitor. Can also add more eggs to the older group and spread them out farther.
 - c. No Cadbury eggs next year – they melted too fast
 - d. Keep a bucket of eggs in the back, maybe just 10 of each color in case we need a few extras.
 - e. Food
 - i. Cookies – went through all 200
 - ii. Water – put on all tables vs at one station
 - f. Gift Bags – needs to be prepackaged, unable to see what is inside. Have plenty of Seuss books for 2018.
 - g. Mr. Bainbridge's sound system was set up in the pavilion and worked well.
 - h. Need Ms. Cleaver's wagon again to carry around the totes of eggs around the field again.
 - i. Passed out date cards for the upcoming events and had the large sign out
 - j. Could use more activities on the tables like at Halloween; tic tac toe and frames to decorate.
 - k. The eggs were all sorted before they were put away; ready for 2018!
 - l. Next year: pass out cookies after a picture with the bunny? Pics looked great in front of the decorated tree.
 - m. Volunteers were very helpful.
 - n. Didn't need a lot of plastic bags this year, most kids brought something to collect eggs in.
4. Movie Night
 - a. Rain date confirmed for 6/23/17
 - b. Going to have "Sing"
 - c. Scouts to present ideas at our next meeting. Want to do movie candy and glow sticks.
 - i. Glow sticks have been a distraction in the past, kids start playing with them on the field.
 - ii. Okay with them selling candy
 - d. Would like to order previews this year
 - e. Popcorn – okay with one machine

- f. Advertising – need to get signs out
- 5. Community Day
 - a. Parade
 - i. Participants – discussed potential people to invite
 - ii. Invitation Letter
 - 1. Put on township letter head
 - 2. Cosign between the township and P&R chair
 - 3. 5/3/17 meeting – final review of list of invitees, invitation letter, and follow up . Ms. Randzin will prepare.
 - 4. Present to the BoS on 5/4/17, send first letter via USPS by 5/8/17 if approved
 - 5. Review responses at 6/7/17 meeting, email contact for non-respondent invitees on 6/8/17
 - 6. Registration due by 7/1/17; will send out a post card with invitation to be mailed back to the township. Ms. Randzin will respond right away to all registrants to let them know their response was received. Ms. Randzin will also do a mass email in July of additional detailed information.
 - iii. End of parade
 - 1. Those leaving can make a left at Park Ave, but need a place to go from there.
 - 2. Need to prepare to stage vehicles for the car show
 - b. Ms. Randzin has a connection at Jeff D'Ambrosio's if we need convertibles
 - c. Need a band
 - d. Inflatables
 - i. Leaps N Bounds
 - ii. Vertical Rush
 - iii. Mechanical Bull
 - iv. Baseball Moonbounce
 - v. Cars Challenge
 - vi. Anything new for older kids? Ms. Randzin to follow up with Bette's Bounces.
 - e. Games
 - i. Medals for winners; maybe attach to a township lanyard
 - ii. Potato Sack Race
 - iii. Pie Eating Contest
 - f. Fire company to do a demo
 - g. Food Trucks
 - i. Ms. Daniele will be the primary contact to coordinate, ideas should go to her
- 6. Next Meeting
 - a. Finalize invitations and letter
 - b. Food trucks – have cupcakes already
 - c. Concert

Meeting was adjourned at 9:51pm.