

# WALLACE TOWNSHIP PARKS AND RECREATION

May 05, 2015

## Work Session Minutes

### Present:

Marcell Moore  
Rebecca Cesarz  
Michelle Cleaver  
Laura Braun  
Danielle McDonough

### Others in Attendance:

Jill Givler (DARC)

Meeting called to order at 7:10 pm by Marcell Moore

### Business Discussed:

1. Easter
  - a. Next year, don't advertise an end time
  - b. Spread out when kids get the eggs...youngest go first. Staff with one volunteer per age group
  - c. 30-50 more welcome bags next year
  - d. Need a bull horn or pa system for announcements and directions– is there one to use on the fire truck?
  - e. Prepare more thoroughly with egg stuffing groups
  - f. Pictures with the bunny – Have a single location? Bunny meandered through the crowd this year, stopping when requested.
  - g. Potentially stuff some eggs with non candy items – stickers, band aids, etc
2. Next meeting:
  - a. Select dates for Halloween and Easter
  - b. Decide on event themes.
  - c. Book DJ for Halloween – Mark Hayford will be moving to FL, other options?
  - d. Open discussions for Easter 2016 – probably won't have assistance from the church
3. Movie Night
  - a. Approved Big Hero 6 (scheduled for 8/22, rain date 8/29)
4. Community Day
  - a. Concert – No doing this year. No time or approval from the BoS. Will hold on to the names of the people Mark found from Glenmoore for next year.
  - b. GMFC – Doing lunch and dinner, not sure if they will be pre-selling meals again. The township does not need to order a grill for the GMFC. They will be selling drinks for residents.
  - c. Inflatables – Four (4) have been ordered – discussed
  - d. Set up “Challenges” for kids to try. Challenges run from 4:30pm-6:30pm. Challenges target ages 6-12 years primarily. Children under 6 must have a parent with them.
  - e. “Kid Zone” will target children 5 and under. Ms. Randzin will organize this portion.
  - f. DARC providing all equipment and deciding difficulty levels for each challenge. Each sports station will have a sign describing the levels. Cards will be marked with a bingo stamper when task is achieved. Ms. Randzin will order stampers. Ms. Givler discussed specific sports and examples of how to set up achievement levels.

- g. Karate can be kept separate – discussed doing a demo and participant clinic every 30min. Have a table with his information.
- h. Establish a “Club House” to get the score cards for participation stamps and showcase prizes. Score cards should be able to be clipped to each child to minimize losing them.
- i. Prizes
  - i. Keep in pavilion, just a sample of each in the Club House
  - ii. Discussed how to win each prize – decide prizes for each level at next meeting
  - iii. Pack prize bags on 5/27 @ 7pm (not a meeting)
  - iv. Prizes will have the winners game card fastened to them and will be stored up front until the participant is ready to leave the event.
- j. Volunteers
  - i. Boy scouts – as many as possible, 8<sup>th</sup> grade and up to volunteer where needed
  - ii. Utilize sign-up genius to recruit and organize volunteers
  - iii. Volunteers from Lacrosse evolution?
  - iv. Ms. Moore speaking with some of her students
  - v. DARC staff recruiting Downingtown athletes
- k. Ice cream truck – All set with the Boy Scouts
- l. Tents for vendors ( Peco, State Police, DEA, SPCA – separate area, will have animals) – will use pop up style tents from community members
- m. Don’t need a DJ, just an MC
- n. Set up at noon
- o. Pavilion will have table cloths and wet naps
- p. Advertising – No banner this year. Ms. Randzin will share the yard sign design with Ms. Moore and Ms. Cesarz. Discussed ideas for the newsletter spread

#### 5. Open Board Position

- a. Ms. Matlack has given written notice and resigned from her position on the board. Ms. Givler is interested in applying for the open seat. Ms. Moore will present these changes to the BoS.

Meeting was adjourned at 8:41pm.