

WALLACE TOWNSHIP PARKS AND RECREATION

May 15, 2017

Work Session Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance:

Hunter Moore

Meeting called to order at 7:40 pm by Marcell Moore

Business Discussed:

1. Approved minutes from 5/3/17.
2. Movie Night
 - a. East Brandywine is showing “Sing” the week before us, voted to change the movie selection.
 - b. Showing “Lego Batman” movie instead; Ms. Randzin will reserve it for us. Second choice if there are any issues is “The Secret Life of Pets”
 - c. Set up will start at 7pm.
 - d. Scouts
 - i. Planning to sell movie sized candy, will help where needed. Ms. Moore noted they could help to deliver popcorn.
 - ii. Ms. Moore asked if the scouts would be interested in selling soda. Mr. Moore will discuss it with the troop and let the board know.
 - iii. They can set up a table on the infield for sales
 - e. Ms. Randzin has ordered preview and popcorn, and reserved the popcorn machine.
 - f. Discussed advertising for Community Day – Would like to have registration forms and box ready to sign up for the parade. Ms. Randzin will follow up on this.
 - g. Have a volunteer board with a “We Need You” format to have people sign up to volunteer for Community Day. Ms. Randzin will follow up on this.
 - h. Advertising – would like movie signs up by 6/1/17.
3. Community Day
 - a. Parade Participants
 - i. Girl Scouts – Ms. Daniels will figure out if the girl scouts will be able to participate or not.
 - ii. Ms. Cleaver will contact the director of the Downingtown West band.
 - iii. Ms. Braun will follow up with the veterans organization.
 - b. Parade
 - i. Road closure – Ms. Randzin submitted the application to close the roads (due by 6/30/17). Fire police will be posted by the intersection of Indiantown Rd and Fairview Rd to control traffic. If there is a break in the parade or a lot of car in queue, the officer will allow vehicles to pass through.
 - ii. Springton Manor Parking Lot – Ms. Zindel is familiar with the form needed and will follow up regarding using the facility.
 - iii. RSVP’s – Ms. Zindel will follow up with Ms. Randzin regularly regarding the status of the responses.

- iv. Invitations – Board approved the list presented at the last meeting. Most were sent out, Ms. Randzin will follow up on the status of this. Ms. Randzin will also send a PDF of the invitation letter so board members can send it out when contacting the remaining invitees. A few responses have come in already. Ms. Randzin and Ms. Zindell will work to respond to questions from participants.
 - 1. Need to change the date to 7/1/17 on the form printed for the movie night sign up
- c. Concert
 - i. The Burners – Mr. Bainbridge has spoken with them. Per Ms. Zindel they will be playing in Glenmoore on 6/10/17.
 - ii. The Old Barn Project – Played at Glenmoore Deli recently.
 - iii. For both bands, we need: Price, Demo to play for the BoS, playlist. We need to present this to the board asap so we can get a group approved.
 - iv. Stage for concert – Township can provide a flatbed truck
 - v. Would like band info no later than 6/1/17 so it can be presented to the board at their next meeting.
- d. Food
 - i. Have Dia Doce (cupcakes)
 - ii. Need to finalize plans with Glenmoore Deli and Far Away Farms if they are interested. Have a license to sell off the premises? Ms. Cleaver spoke with Glenmoore Deli, they are interested in being a part of the event and will let us know their ideas of what they would like to do
 - iii. GMFC BBQ
 - iv. GGS – Soda, Burgers, Hot dogs, Fries. Need signage.
 - v. Scouts – Away, not participating
 - vi. Kona Ice – Ms. Daniels will call to book
- e. Invited the historical commission to participate
 - i. Could ride in the parade, provide pictures of past parades, etc.
 - ii. Ms. Randzin will contact Sandy regarding a gardening club participating
 - iii. Need township archivist in a car
- f. Fire Company to do a demo?
 - i. Need to contact Mike King.
 - ii. Will need to be set up by the 2nd cul-de-sac where they can exit quickly if they need to
- 4. Next Meeting – Meet at Wagonseller Park to review the area at 7pm.
 - a. Logistics – Car show, tractor show, etc. Ms. Cleaver to bring an aerial photo to mark up.
 - b. Finalize games and activities
 - c. Seating for concert?

Meeting was adjourned at 9:30pm.