

WALLACE TOWNSHIP PARKS AND RECREATION

May 16, 2016

Meeting Minutes **FINAL**

Present:

Marcell Moore
Carol Zindel
Michelle Cleaver
Dana Daniele

Others in Attendance:

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

Business Discussed:

1. Approved minutes from 4/18/16 meeting and 5/4/16 work session
2. Banner for Creek Road
 - a. Banner has been hung, looks good on the diagonal
3. Website – need to add information on food vendors, graphics from the road signs of inflatables, activities, etc. Ms. Cleaver will send the list to Ms. Randzin
 - a. 2017 – Add month and day on one end, time on the other and cover with clear contact paper
4. Community Day
 - a. Snack shack will be open – received confirmation
 - b. Scouts – looking for coolers, have their source for ice
 - c. Ms. Randzin purchased a basic first aid kit to have “just in case.”
 - d. Game Tents – Discussed signage and how to win prizes at the duck pond (young children only) or stamps (which will accumulate to earn larger prizes). Ms. Cleaver will send the information to Ms. Randzin so signs can be made for each game.
 - e. Prizes
 - i. Decided on card design for earning stamps; still have bingo stampers from 2016
 - ii. Tent will open at 6:30pm. Discussed signage and how to organize distribution.
 - f. Volunteers – Ms. Cleaver will set up a page using Sign Up Genius and share via social media and email the link to board members to share.
5. Next Work Session
 - a. Prizes/Prize Booth Organization
 - b. Number Ducks

Meeting was adjourned at 9:13pm.