

# WALLACE TOWNSHIP PARKS AND RECREATION

May 21, 2018

## Work Session Minutes

### Present:

Marcell Moore  
Dana Daniele  
Michelle Cleaver  
Laura Braun  
Carol Zindel

### Others in Attendance

Lori Casarella  
Heidi Welker

Meeting called to order at 7:55 pm by Ms. Moore.

### Business Discussed:

1. Movie Nights
  - a. Finalized vendor and dates, Ms. Welker to verify all are available with the vendor and notify the board.
    - ~ Jun 8 – Jumanji, Jun 15 rain date (or Jun 16)
    - ~ Jul 20 – Lego Batman, Jul 21 rain date (or Jul 27)
    - ~ Aug 17 – Coco, Aug 18 rain date (or Aug 24)
2. Community Day – Country Fair Theme
  - i. Band – When can the Board of Supervisors (BoS) approve the band? Per Ms. Randzin via Ms. Welker we can book them. We need to verify we have approval to do so. Ms. Moore reforwarded the music to Ms. Welker to share with the BoS. Ideally it could be done by the end of the week.
  - ii. Petting Zoo – BoS approved, but it needs to be through Springton Manor Farm and must not be manned by Park and Rec volunteers. Ms. Cleaver will follow up with the farm regarding this. Will need to find out how much space they need, if there is a fee, and if they have their own insurance.
  - iii. Food
    - i. Ms. Moore will reach out to the scouts about Community Day food (cotton candy).
    - ii. There was a funnel cake food truck at a local church carnival, can we get one for our event? Ms. Cleaver will follow up on this.
  - iv. BINGO
    - i. Need to get equipment and a caller. Springton Manor Elementary (SME) has a nice set, maybe we can borrow it and donate to the school. Caller – reach out via Facebook.
    - ii. Use a voucher for the prizes, don't have actual items there. Could be a donation of a gift from a local business, a gift card, or a voucher for an item at the park that day.
  - v. Inflatables – all have been reserved.
  - vi. Emergency vehicles to tour
    - i. Per Ms. Welker, Ms. Randzin is working on securing this.
3. Community Day Parade
  - i. Ms. Randzin will need to get approval to use the SME Parking lot to stage the parade.
  - ii. Need to review traffic control plan.
  - iii. Need to start using social media to post about the parade.
  - iv. Drafted a list of groups to reach out to regarding participating in the parade.

4. Misc.
  - i. When is the mailer going out with the Park and Rec event dates? Ms. Welker did not have an exact date on hand, but noted there will be no magnet this year. The mailer can include the July and August movie nights, Community Day, Halloween, and the Tree Lighting.
  - ii. Sound system for the pavilion
    - i. What is the status? Per Ms. Welker they need to evaluate the range of the equipment. The BoS would like to have it in place by movie night.
  - iii. Per Ms. Welker, Ms. Randzin will take care of contacting the police department regarding using the electric sign to advertise the event.
  - iv. Status of new event signs
    - i. No update at this time. Need to also see draft of the insert for the sandwich signs.
5. Next Meeting
  - i. Backwards plan upcoming meetings and approvals needed.

Meeting was adjourned at 8:57pm.