

WALLACE TOWNSHIP PARKS AND RECREATION

June 7, 2017

Meeting Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance:

Meeting called to order at 7:30 pm by Marcell Moore

Business Discussed:

1. Community Day

a. Parade

- i. Historical commission to walk in costume
- ii. Ms. Cleaver emailed the band director for Downingtown West regarding marching band participation. He was unsure due to scheduling and Ms. Cleaver has not heard back yet from the follow up email.
- iii. Ms. Moore noted that Collegium is interested in participating in some form and working on the details. She is also reaching out to the music departments.
- iv. Need to advertise for participants on the Facebook page; contact the township if interested in participating.
- v. Police car to lead, followed by VFW color guard, scouts, fire trucks, etc. Don't want loud trucks right behind people marching.
- vi. Form has been completed to use the parking lot at Springton Manor Elementary School

b. Post Parade and Staging:

- i. Floats, Tractors, Cars – Upper field on grass, back up along the fence and the field; over flow can go under adjacent trees if necessary. This will now be a “display,” not an official “show.”
 1. Need to mark off the entrance with cones and caution tape
 2. Need signage
- ii. Band – First location choice is to set up the flatbed on the lower softball field scoreboard, facing the field. Second location choice is to set up near the swings and face in towards the scoreboard.
 1. Need to get flatbed measurements
- iii. Fire trucks – need to stay near paved loop, may need to leave if there is an emergency
- iv. Inflatables
 1. Vertical Rush and Leaps & Bounds – along the back of the houses on McConnell Drive
 2. Bull Riding – midfield
 3. Small Bounces for younger guests – near the swings
 4. Gaga Pit – on the basketball court
- v. Food trucks and vendors – along the pavilion on the grass, cemetery side

c. Concert

- i. Discussed band options, it will be better to only use one group this year vs. multiple groups since it's the first year doing this.

- ii. Ms. Zindel will email the playlist for The Burners to the board. The P&R board will request approval at the next Board of Supervisors (BoS) meeting.
 - iii. Set up corn hole games near the band
 - iv. Need to advertise to bring a chair or blanket to sit on
 - d. Inflatables
 - i. Need to make sure Gaga Pit comes with balls and verify it's manned by Bette's Bounces
 - e. Food
 - i. Ms. Daniele to call about a Rita's truck, unable to get Kona Ice
 - ii. Glenmoore Deli is interested in participating with boxed lunches and some samples for some other small businesses that sell jelly and salsa.
 - f. Volunteers
 - i. Ms. Cleaver will create a sign up genius page to start recruiting volunteers
 - 1. Use a few general time slots – 45 min shifts
 - 2. Competition Activities time slots (start at 5pm)
 - a. Sack race
 - b. 3 Legged Race
 - c. Water Balloon Toss (have Ms. Randzin purchase)
 - d. Watermelon Roll (relay)
 - 3. Parking at the park
 - ii. Potential volunteers – scout leaders, softball girls, students needing volunteer hours
 - iii. Communication – Need to figure out best way to communicate during the event. Discussed the possibility of purchasing “walkie talkies.”
 - g. Misc.
 - i. Birds of Prey - Set up on the grass adjacent to the playground, schedule an official demo time. Will need to order a tent.
 - ii. Status of the electric sign Wallace will be sharing with West Brandywine? Can we use it for this event?
- 2. Movie Night
 - a. Try to create an event on Facebook to help advertise
 - b. Signs are being finalized, should go up on Friday
 - i. Need to attachment to advertise the scouts fundraiser.
 - c. Is the advertising done for community day? Status of the volunteer board?
- 3. Approved work session minutes from 5/15/17.
- 4. Next Meeting:
 - a. Review responses for the parade, prepare email to contact remaining invitees

Meeting was adjourned at 8:53pm.