

# WALLACE TOWNSHIP PARKS AND RECREATION

June 19, 2017

## Work Session Minutes

### Present:

Marcell Moore  
Dana Daniele  
Michelle Cleaver  
Laura Braun  
Carol Zindel

### Others in Attendance:

Betty Randzin

Meeting called to order at 7:43 pm by Marcell Moore

### Business Discussed:

1. Approved minutes from 6/7/17.
2. Movie Night – Utilizing rain date if weather permits. Meet at 6:45pm, may need to set up in the pavilion.
  - a. Are we allowed to use Ready Chesco to notify the public regarding the rain date? Per Ms. Randzin, the supervisors must authorize all notifications.
  - b. Parade registration box, Ad sign for Community Day, and Community Day volunteer board are ready to go
  - c. Put a notice in the kiosk at the park next time if we need to postpone the movie. Cancelled to late this time based on the impending storm that ended up missing our area.
3. Community Day
  - a. Tents – Need for the activities meeting point. Cost of two 10’x10’ vs. a 20’x30’ (Ms. Randzin to get costs).
    - i. Birds of Prey – Use a pop up tent, need to advertise demos
  - b. Activities to win a medal:
    - i. Balloon Toss, Sack Race (do “heats” to qualify for final round), Back to back beach ball challenge, Watermelon Roll (Ms. Moore to judge), Bull Riding Competition (sign up, do last?, do as a bracket?), Balloon on a spoon.
    - ii. Double up two activities at one time
    - iii. Start at 5pm, do every half hour
  - c. Food
    - i. Ms. Daniele booking Rita’s Water Ice, need to follow up with more information
    - ii. Have a cupcake truck
    - iii. Glenmoore Deli – MMC to follow up with in July (samples, preordered meals). Need to verify they know food needs a proper license to be made at the event vs. at the Deli. Advertising!
    - iv. Far Away Farms – Per Ms. Daniele, they are not sure about participation at this time.
  - d. Parking – Need to verify we can use the church parking lot. Think about the logistics, may have more people.
  - e. Parade
    - i. Registrations
      1. Historical commission to walk in costume
      2. WBPD float
      3. Veterans – confirm after June meeting
      4. Glenmoore Fire Company

5. Westwood Fire Company
  6. Springton Manor, Chesco Parks, Elected Officials – No
  - ii. Need to follow up with an email to non-respondent invitees (Elverson Fire Company, HOA's (Ms. Braun will add info in her neighborhood newsletter), Downingtown West Marching Band (Ms. Cleaver), Motorcycles (Ms. Braun), Tractor Club (Ms. Randzin), Horses from Dorothy Kirk (Ms. Zindell).
  - iii. Can do a bicycle brigade
  - iv. 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.
  - v. Route – Ms. Randzin discussed changing the parade route to start at the maintenance shop instead of Springton Manor Elementary if participant attendance will be low so we only have to close one road.
    1. Ms. Cleaver will print an aerial of the area for the next meeting.
  - f. Tables
    - i. The Trails Board would like to set up a table.
    - ii. Senator Rafferty would like a table.
  - g. Music
    - i. The BoS has the bands play list and it's on their July agenda. Need a contract from the band and the cost.
4. Misc
- a. The organizing volunteers/board members could really use some walkie talkies to communicate the day of an event. Ms. Randzin will look in to these. The township may have some we can use. They would be useful at all of our events as well as the Wallace Trust 5k run.
  - b. Discussed first aid – volunteers may not administer any first aid, there will be an ambulance present the entire time.
5. Next Meeting:
- a. Prepare for the BoS meeting: Copy of band songs, organized activities list, layout of day on the field, band contract and cost.

Meeting was adjourned at 9:31pm.