

# WALLACE TOWNSHIP PARKS AND RECREATION

July 17, 2017

## Work Session Minutes

### Present:

Marcell Moore  
Dana Daniele  
Michelle Cleaver  
Mark Bainbridge  
Laura Braun  
Carol Zindel

### Others in Attendance:

Betty Randzin

Meeting called to order at 7:44 pm by Marcell Moore

### Business Discussed:

1. Approved minutes from 7/5/17.
2. Need to be prepared on 8/2/17 for a group photo.
3. Movie Night –
  - a. Rescheduled for 7/28/17, show Lego Batman as planned
  - b. Scouts are still able to attend to sell candy in addition to the free water, Capri Sun, and popcorn
  - c. Need to use caution tape around the swings
  - d. Discussed start times – we usually start at dark, others start a bit earlier. Consider an earlier start time for next year.
  - e. No previews, Ms. Randzin will get a cartoon to run before the movie.
  - f. Discussed signs – several have been stolen
  - g. Ms. Randzin will update advertising on the township website and Ms. Cleaver will update the Facebook page.
4. Community Day Parade
  - a. Veterans – Attending, need to know a time and where to set up. Would also like to set up a table. Need to email basic info to Ms. Braun so she can pass it along for them to present at their next meeting. Need to decide on what kind of presentation to do.
  - b. Ms. Cleaver will check cell service at the township maintenance shop. Ms. Cleaver will be the primary contact number for the day of the parade and Mr. Senn will be the secondary contact person.
  - c. Motorcycle club – Ms. Braun followed up, they are unable to attend.
  - d. Ms. Randzin will send out a letter with “day of event” information.
  - e. Car club - Need to send day of information to
  - f. Jack will attend with one, possibly two, tractors.
  - g. GMFC – Ms. Randzin to contact Mike King regarding having some of the junior fire fighters walking
  - h. Pack 79 – Going to participate, Ms. Zindel will reach out to them to find out more details (don’t need colors).
  - i. Reviewed emergency service vehicles.
  - j. Ms. Zindel will reach out to a couple of local mom’s with small children about a bicycle brigade.
  - k. Per Ms. Randzin, one resident stopped in to get a registration form to participate.
  - l. Ms. Cleaver will advertise for participants one more time via Facebook.
  - m. Need to order American flags – 50 large and 50 small (Ms. Randzin). Jeremy can hand them out before the parade starts.

- n. Updated list of participants – Ms. Randzin to send it out
  - o. Horses – Ms. Zindel will follow up with Dorothy Kirk
  - p. Need to make day of signs – parade route and no parking. They will get hung up early in the morning and a balloon will be attached for visibility.
5. Community Day event
- a. Parking – Talk to the church about using the area by the church parking lot. BoS like the idea; need to rope it off.
  - b. Food Truck – Have Rita’s by the 1<sup>st</sup> base line and Dia Dolce by the 3<sup>rd</sup> base line.
  - c. Trash Receptacles – Ms. Randzin ordered them.
  - d. Band – Utilize them to help make announcements.
  - e. Prizes
    - i. Make an announcement that there will be a parting gift for the kids.
    - ii. Have a table, make a sign “Parting Gifts,” opens at 7pm, none given away early.
    - iii. No items out early, keep locked away
    - iv. Mark off a line to wait in
    - v. Pick one item, then go
    - vi. Separate by age
  - f. Activities
    - i. Have the band announce activity winners between sets, bull riding winner at the end.
    - ii. Call winners up on stage to present? May take too long.
    - iii. Ribbons for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place.
    - iv. Put winners’ names on a board, pass out ribbons.
    - v. Need to pack a large bin on wheels for the water balloons
6. Misc.
- a. Discussed Easter give away for 2018
7. Next Meeting:
- a. Finalize activities
  - b. Where to set up tables
  - c. Halloween

Meeting was adjourned at 9:15pm.