

# WALLACE TOWNSHIP PARKS AND RECREATION

September 21, 2015

## Meeting Minutes

### Present:

Marcell Moore  
Rebecca Cesarz  
Michelle Cleaver  
Laura Braun  
Danielle McDonough

### Others in Attendance:

Carol Zindel

Meeting called to order at 7:05 pm by Marcell Moore

### Business Discussed:

1. Approved minutes from 8/17/15
2. Movie Night – Recap
  - a. All went well, no issues
  - b. Could use more Capri Sun drink pouches next year
  - c. Glow stick necklaces and bracelets didn't work very well
  - d. Next year – let the Boy Scouts sell candy and glow sticks? Would need to advertise.
  - e. Advertising was good this year – need “Movie Night” in better letters to get more attention
3. Halloween
  - a. Advertising will be heavy in the newsletter
  - b. Ms. Cesarz will contact Mom's regarding pizza prices and setting up two delivery times, 7 & 7:30
  - c. Attendance – estimating ~150 kids and adults, Get 15 pizza (Deliver 10, then 5).
  - d. No popcorn – bins of snacks instead
  - e. Cider – Serve cold. Able to do? Confirm with Ms. Randzin and will need cups.
  - f. Music – PA system from Mr. Bainbridge, Ms. Cesarz can use Spotify for the music, Ms. Moore can MC the event. Ms. Braun may someone who can DJ. She will check and let us know. Ms. Cesarz emailed Mr. Bainbridge to confirm the PA system will be available.
  - g. Pictures
    - i. Photo printer is slow, but an option
    - ii. Photobooth is available. Ms. Braun made a motion to approve and Ms. Cesarz seconded it. Will provide unlimited prints, props, fits 6-8 people, photos are not kept by the rental company. Will need to confirm it's staffed.
    - iii. Need BoS approval.
  - h. Hay ride – will need to advertise
  - i. Activities
    - i. Tic Tac Toe – Ms. Cleaver will coordinate supplies with Ms. Randzin
    - ii. Can do a bean bag toss
    - iii. We have some games available from last year
    - iv. No prizes will be awarded for activities
  - j. Ms. Cesarz has some people interested in helping with the event.
  - k. Prizes: Ms. Randzin has gift card bags and cards, will label them
  - l. P&R board members to judge costumes
  - m. Advertising – need signs up 2 weeks early (10/17). Use the list of locations from movie night. Get some signs that just say “Halloween Party” in big letters.

- n. Gift bags
    - i. Ms. Randzin and her assistant have found Halloween items in stock.
    - ii. Ms. Moore has an inventory list.
    - iii. Hand out at the end of the night
    - iv. Have ~150 bags ready
    - v. Ms. Cleaver made a motion to hand out the last remaining items in the stock. Ms. Moore and Ms. Cesarz opposed, Ms. Braun, Ms. McDonough, and Ms. Zindell were in favor. Bags will be filled by the P&R members at the 10/7 work session.
  - o. Pet Contest – Need to confirm with the board.
  - p. November 4 work session – need to do inventory of what we have that we can save for community day vs. only use for Christmas.
  - q. BoS items to get approval for: Pet Contest, Photobooth, Pizza, Cider, would like Ms. Zindell to fill the open seat on the board.
  - r. Lights – Mike can hang them, we have gotten previous approval to use cable hangers.
  - s. Use glow sticks again to light the porta potty
4. Community Day
- a. Need to get plans budgeted for 2016 and make a wish list for inflatables. Send to Marcell so we can discuss in November
  - b. Theme: Carnival
  - c. Younger activities vs. older
  - d. Ideas: Juggler, Magician, Cotton Candy, Snow Cones, Small Carnival Games
  - e. Boy Scouts – How can they help and maximize profits for the day
5. Misc.
- a. Meeting for 10/19 is cancelled.

Meeting was adjourned at 8:22pm.