

WALLACE TOWNSHIP PARKS AND RECREATION

October 15, 2018

Work Session Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Mark Bainbridge
Laura Braun

Others in Attendance

Lori Casarella

Meeting called to order at 7:38 pm by Ms. Moore.

Business Discussed:

- 1) Approved minutes from 10/3/18.
- 2) Halloween
 - a) Has we reached out to Chick-fil-a, Far Away Farms, and Glenmoore Deli?
 - b) For trunk or treat done?
 - c) Location for trunk or treat finalized?
 - d) Start advertising the trunk or treat on the Facebook page – emails use subject line “trunk or treat”
 - e) Can we send out a post card for Halloween and the Tree Lighting?
 - f) Discussed volunteers for the event. Ms. Cleaver to reach out to a resident who was a great help at Community Day.
 - g) Pumpkin theme – Decided on Charlie Brown
 - h) Set up time – 3pm
 - i) Manned areas
 - i) Pizza – need 3 volunteers
 - ii) Spooky village – will be covered by GMFC volunteers
 - j) Is it too late to add the hayride back in?
 - k) Photobooth - will he have help or does he need an assistant?
 - l) Are we advertising the tree lighting at Halloween and how?
- 3) Tree Lighting Contest
 - a) Advertising
 - i) Postcard at Halloween
 - ii) Facebook page
 - b) Registration
 - i) Online form
 - ii) Email a point person, maybe create a Gmail account for the event and use “tree lighting contest” in the subject line
 - iii) Acknowledge on the form that the participants address will be made public

- iv) Home must be visible from the street
- v) Registration deadline is 11/26/18 (no exceptions)
- vi) Forms could be handed out in the bags at Halloween
- c) Voting
 - i) Apps – none were free
 - ii) Panel of judges vs. residents – prefer residents get to vote.
 - iii) Use Gmail set up for registration to gather votes. Voting limits – one per email address?
 - iv) Mark houses participating with a yard sign
 - v) Make a map to distribute at the tree lighting of all participants
 - vi) Voting begins after tree lighting and goes until 11:59pm on 12/15/18.
- d) Prizes
 - i) 1st, 2nd, 3rd, Clark Griswold Award
 - ii) Gift Basket? Park and Rec to deliver to winners on 12/17/18
 - iii) Take pictures of winners for the Facebook page
- 4) Next Meeting
 - a) Talk about the tree lighting
 - b) Talk about meeting dates for 2019

Meeting was adjourned at 8:37pm.