

WALLACE TOWNSHIP PARKS AND RECREATION

November 1, 2017

Meeting Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance

Betty Randzin

Meeting called to order at 7:36 pm by Ms. Moore.

Business Discussed:

1. Reviewed and approved minutes from 10/16/17.
2. Halloween Recap
 - a. Tentative date for 2018 is 10/27/18
 - b. Trunk or treat
 - i. Time was good at 5pm, but vehicles need to get there 30 min before the start time. In 2018 – start at 5:30, end at 6:15. Trunks can stay open later if there is still candy.
 - ii. Need to be a little more spread out.
 - iii. Ms. Moore suggested asking Springton Manor Elementary to participate with a trunk next year.
 - c. Parade
 - i. Add a family group in addition to ages and pets
 - ii. No categories worked well
 - iii. Ten gift cards was too many. Plan on first, second, third, and honorable mention next year.
 - iv. No bags for the pet prizes. Winners trashed the bags not knowing there was a gift card inside and some were recovered from the trash.
 - v. Consider doing a trophy next year vs. gift cards for the younger age groups. No participation prizes.
 - d. Pizza
 - i. Most were sliced right, some were too small.
 - ii. Need to pack something to cut slices with; some were not cut all the way and cheese melted back together.
 - iii. Discussed delivery concerns
 - iv. Went through 30 pizzas on a perfect night
 - e. Glow Party
 - i. Kids loved the head bands; lots of the eye balls headsets didn't work.
 - ii. Glow bracelets leaked if bent too much
 - iii. Distribution worked well being spaced out on either side of home plate (scouts helped)
 - iv. Lights – only had one fire company truck; had to wait a few minutes to get the big lights on so the parade could start
 - f. Misc.
 - i. Went through all the cider, had more than enough (425 total).
 - ii. Pumpkin Weight tie breaker to be won by random selection

- iii. Photobooth cropped out part of people's faces to put on the Wallace tag. Need a stool for shorter guests. The company rep suggested using a conversation bubble next year and placing it on the backdrop.
 - iv. Corn hole was a welcomed addition
 - v. The township received a lot of compliments and positive feedback this year.
3. Tree Lighting
- a. Santa needs an escort from the truck to the tree. An elf could walk santa down a candy cane decorated path. Must have a clear path.
 - b. Separate food and hot chocolate if we have enough staff. Ms. Moore will contact the scouts to see if they are able to help.
 - c. Hot beverages – will have hot chocolate, coffee (instant bags), and tea
 - d. Pizza – cut in 10's, one delivery at 6:10, 20 pies. Watch the weather and decide closer to the date if the number needs to change, cap at 30 pizzas.
 - e. Bonfire – Jeremy taking care of, starts at 6pm.
 - f. Santa arrives at 6:30pm.
 - g. Giveaways from Santa
 - i. Hold off on the book until 2020 – our big year
 - ii. Get small TY animals with a candy cane for 2017
 - h. Music – Use Mr. Bainbridge's holiday music and sound system. Ms. Zindel will contact him.
 - i. Need to figure out line control and logistics
 - j. Santa – needs a bigger chair, middle of the pavilion
 - k. Discussed someone to taking pictures that can be sent out with the kids right away. Would like to the decorative frames again.
4. Next Meeting
- a. Food drive

Meeting was adjourned at 9:33pm.