

# WALLACE TOWNSHIP PARKS AND RECREATION

November 2, 2016

## Work Session Minutes **FINAL**

### **Present:**

Marcell Moore  
Carol Zindel  
Michelle Cleaver  
Dana Daniele

### **Others in Attendance:**

Meeting called to order at 7:31 pm by Marcell Moore

### **Business Discussed:**

1. Halloween Recap
  - a. Arts and Crafts
    - i. No stickers next year – too much trash all over. Alternate idea – use glue sticks or glue dots
    - ii. Overall was a success
  - b. Pumpkin Giveaways
    - i. Ran out of pumpkins
    - ii. Do a smaller give away in 2017?
    - iii. Some children were stealing other children's pumpkins.
  - c. 2017
    - i. Do a Trunk or Treat? Decorate trunks and award prizes for best decorations, would need lighting for the area (fire truck?). Need board approval. Any liabilities?
  - d. Judging
    - i. Too many prizes, no more categories, top 10 for each age group
    - ii. Prizes – all 5 below for kids and Wawa for teens and adults next year
  - e. Glow party
    - i. Great idea, need to get the lights on sooner
    - ii. Need more glow sticks and to put the connectors on ahead of time
  - f. DJ – need a pro with a better sound system to project and to be the M.C. for the event
  - g. Food
    - i. Coffee was great for the adults
    - ii. Food permit for this event was temporary, will need a permit for the tree lighting too
    - iii. Pizza – order more pizza the week of if the weather will be nice
    - iv. Had 15 pizzas this year, slices were too small when double cut, order 20 for 2017
    - v. Cider was well received and we had a good amount. Able to do smaller containers next year?
  - h. Photobooth
    - i. Much better with larger pictures
    - ii. Need to try to do vertical instead of horizontal next year
  - i. Hayride
    - i. Went well and had a great starting point near first base
    - ii. Scouts may be interested in doing a haunted hayride in 2017 for donations. Every other ride could be haunted.
  - j. Misc
    - i. 2017 Date will be 10/28 @6pm, maybe earlier if we do the trunk or treating

- ii. Parking was tight, limited on space
  - iii. Need more volunteers
  - iv. Don't need to come as early to decorate (met at 12pm this year)
2. Tree Lighting
- a. Food
    - i. Cookies (order 150 - ~\$1 each), hot chocolate (water based), coffee (Keurig)
    - ii. Ice bucket and ice
    - iii. Pizza – Order 15 total, do not double cut, increase order if weather will be nice
  - b. Donations of food – “Season Of Giving”
    - i. Non-perishable food items – Ms. Zindel will touch base with local food pantry
    - ii. Advertising – attachment for the side of our signs, social media
  - c. Santa – Ms. Randzin to secure
    - i. Giveaway? Candy canes with a small stuffed animal, put in a small bag
    - ii. Would like a total of 175 bags
  - d. Bonfire – all set with the fire company
  - e. Misc
    - i. No photo service this year; everyone uses their own phone/camera anyway
    - ii. Prize wheel to give away large items, one per child (have 52 total)
    - iii. Sound System – Need to test some options. Ms. Zindel has a speaker, Ms. Cleaver can bring an mp3 play with songs and cords

Meeting was adjourned at 9:30pm.