

WALLACE TOWNSHIP PARKS AND RECREATION

November 7, 2018

Meeting Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Laura Braun
Lori Casarella
Carol Zindel

Others in Attendance

Meeting called to order at 7:35 pm by Ms. Moore.

Business Discussed:

- 1) Approved minutes from 10/15/18.
- 2) Halloween Recap
 - a) Event was cancelled, passed out bags and tree lighting/house lighting contest info at the Springton Manor Elementary Fall Festival.
- 3) Holiday House Lighting Contest
 - a) Advertising
 - i) Ms. Cleaver will continue to advertise on social media platforms.
 - ii) Ms. Randzin and Ms. Cleaver will reach out to the Glenmoore Fire Company regarding sharing our contest post on Facebook and possibly using the kiosk on Fairview Rd.
 - b) Registration
 - i) Forms will be emailed to the township office.
 - ii) There are no registrants as of this evening.
 - c) Voting
 - i) Planning to use surveymonkey.com. Ms. Casarella set up an account and did a test survey.
 - ii) Twp. staff can create the survey.
 - iii) Cards will be distributed at the tree lighting to advertise voting.
 - iv) Mapcustomizer.com can be used to map out the location of all participants.
 - v) Park and Rec members to vote for the winner of the Clark Griswold award
 - vi) Ms. Casarella has 45-50 signs holders to mark participants homes.
 - (1) Ms. Randzin will let participants know a sign will be delivered to them
 - (2) Sign will be 11"x17" with the Snoopy Christmas house on it
 - d) Prizes
 - i) 1st, 2nd, 3rd (gift baskets of local goodies – Ms. Randzin) & Clark Griswold Award (jelly of the month club – Ms. Randzin)

- ii) Yard signs will be marked with a ribbon for the winners.
- 4) Tree Lighting
- a) Bon Fire – done
 - b) Refreshments – 2 large and 2 medium carafes for hot water. Have all ready to go at once, then use the medium once the large are empty.
 - c) Photographer – have the same photographer as 2017
 - d) Give away green and red headbands (have 200)
 - e) Letters to Santa for the kids to fill out or decorate. Give to Santa or put it in the box.
 - f) Gift from Santa – 1 cookie per child, 1 book per family
 - i) Books to be wrapped at 11/19/18 work session. Order 150, wrap 100.
 - ii) Print a label for in the outside “Property of _____ Family”
 - iii) Smaller label for the inside to say where the book came from (Wallace Township 2018)
- 5) Misc.
- a) Advertise the food donation bags on social media; available in the township building.
 - b) Had a request from Springton Manor Elementary to do something for the Winterfest (10am on 12/1/18)
 - c) Future meetings for 2019
 - i) Need to let Ms. Randzin know soon so it can be advertised.
 - ii) Discussed doing both on Wednesdays and starting at 7pm.

Meeting was adjourned at 9:02pm.