

WALLACE TOWNSHIP PARKS AND RECREATION

November 20, 2017

Work Session Minutes

Present:

Marcell Moore
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance

Meeting called to order at 7:31 pm by Ms. Moore.

Business Discussed:

1. Discussed Tentative Dates for 2018 events
 - a. Egg Hunt 3/24/18 Rain Date 3/31/18
 - b. Movie Night 6/8/18 Rain Date 6/9/18
 - c. Community Day 8/25/18
 - d. Halloween 10/27/18
 - e. Tree Lighting 12/2/18 Rain Date 12/9/18 Start at 5pm
2. Discussed options for future movie nights. Consider an indoor movie night during the cold weather?
3. Tree Lighting
 - a. Sampled pizza from a new vendor for the upcoming event. 20 pizzas to arrive at 6:10pm, sliced in 10's. Need to make sure we tip the driver.
 - b. Bonfire – all ready to go for 6pm
 - c. Chair – looking for Santa's chair still
 - d. Santa to arrive at 6:30pm, set up in the center. Need guides for Santa and elves
 - e. Have lighted candy canes to make a path for Santa
 - f. Discussed giveaway. Set up a table and pass them out as soon as guests arrive (Ms. Moore and Ms. Braun)
 - g. Food (Ms. Moore) and Beverages (Ms. Cleaver and Ms. Welker)
 - h. Food drive – need frozen turkey reminder cards, decorating a new drop off container
 - i. Think about “consumable” gifts for 2018
 - j. Ms. Randzin to purchase hot chocolate
 - k. Need to separate food and drinks
 - l. Mr. Bainbridge unable to attend, Ms. Zindel to contact him regarding borrowing the sound system. Also need the disco ball from the township.
 - m. Meet at 5pm to set up.
 - n. Cookies to come from Far Away Farms – ordered 200. Need a poster with ingredients. Owner may come to hand out cookies for an hour.
 - o. Coffee will come premade from Dunkin Donuts. Separate lines for coffee and hot chocolate. Put hot chocolate in cups ahead of time, just one flavor this year.
 - p. Ms. Cleaver to prepare a playlist for the event.
 - q. Photographer originally discussed is unavailable, Ms. Randzin still looking for a vendor.
4. Next Meeting
 - a. Reorganize
 - b. Try to book Mark Hayford for one of our events this year

Meeting was adjourned at 8:45pm.