

WALLACE TOWNSHIP PARKS AND RECREATION

November 21, 2016

Meeting Minutes **FINAL**

Present:

Marcell Moore
Carol Zindel
Michelle Cleaver
Dana Daniele

Others in Attendance:

Meeting called to order at 7:40 pm by Marcell Moore

Business Discussed:

1. Ms. Moore made a motion to approve minutes from 10/5/16 and 11/2/16; all approved.
2. BOS Recap from 11/3/16
 - a. Like the change of prizes for Halloween
 - b. Concern over prize wheel being gambling (for additional Tree Lighting gifts), okay with small favors though
 - c. Interested in the "Trunk or Treat" idea for Halloween 2017
 - d. Liked the idea of a donation box for a food pantry at the tree lighting
3. Signage – Discussed color schemes for Tree Lighting signs
4. Food Donation
 - a. Large box covered in wrapping paper
 - b. Need smaller boxes to transport items
 - c. Count the items and share it as a goal to beat for 2017
 - d. Large candy thermometers to measure each year to count donations
 - e. Fliers for frozen turkey donations, pass out earlier next year. Back of card – drop off at township building (Thru Wednesday 12/14), list non-food items. List the 3 Fridays on the card.
 - f. Drop off items at the township building too
 - g. Note donations from this event will stay in our township
5. Tree Lighting
 - a. Food is all set
 - b. Favors are done (~150 total)
 - i. 2017 – Do a book giveaway
 - c. Décor
 - i. Red sequin fabric behind Santa, decorative trees at different levels around Santa
 - ii. Optional picture frame to use to frame out the picture
 - d. 2015 had picture delays because printing the pictures too so long
 - e. Need one (1) elf helper for Santa
 - f. Mark lines with duct tape on the ground
 - g. Donate large stuffed animals to charities, display 1 with a note of where the donations went to
 - h. Schedule
 - i. Santa arrives at 6:30/6:40pm
 - ii. Pizza arrives at 6:10pm – one delivery
 - iii. Bonfire at 6:30pm
 - i. Music – Mr. Bainbridge will handle this
 - j. Arrive at 5pm for set up
6. 2017

- a. Ms. Moore proposed making the Park and Rec meeting the first Wednesday of each month and the work session the 3rd Monday of each month. This is a switch of the current schedule. Ms. Randzin will verify with is okay.
- b. 2017 Tentative Dates
 - i. Easter – 4/8/1 @ 1pm Rain Date 4/15/1 @1pm
 - ii. Community Day - 6/3/1 @4pm No Rain Date
 - iii. Movie Night #1 – 8/25/1 @8pm Rain Date 8/26/17 @8pm
 - iv. Movie Night #2 (?)
 - v. Music in the Park – 9/24/17 Time TBD
 - vi. Tree Lighting – 12/2/17 @6pm Rain Date 12/3/17 @6pm
- c. 1/4/17 – Reorganization meeting, 1/16/17 – First work session

Meeting was adjourned at 9:10pm.