

WALLACE TOWNSHIP PARKS AND RECREATION

March 20, 2019

Work Session Minutes

Present:

Carol Zindel
Laura Braun
Dana Daniele
Michelle Cleaver
Lori Casarella

Others in Attendance

Betty Randzin

Meeting called to order at 7:20pm by Ms. Zindel.

Business Discussed:

- 1) Approved meeting minutes from 3/6/2019.
- 2) Reviewed the new banner stand final draft and made final revisions for Ms. Randzin to submit. Ms. Randzin will also be submitting a draft for the magnet mailer shortly.
- 3) Discussed a small flyer to advertise the 2 new events this year to hand out at bulk trash days in April.
- 4) Easter Egg Hunt
 - a) The eggs are almost finished being filled. The board expressed a special thanks to Ms. Cleaver and her children and to Ms. Zindel for bringing helpers to the township building to fill the eggs.
 - b) Ms. Randzin received approval from SMES to hold the event there, and did a walkthrough with a representative from SMES to review the layout and logistics.
 - c) Eggs will be in same location as last year.
 - d) 4 large parking signs are being made up so that people know where to park.
 - e) Plans have been arranged to have a photographer for pictures with the Easter bunny this year.
 - f) Decided we will be serving snacks instead of pizza.
 - g) Confirmed that the start time of the event, as advertised is 12:30pm and the egg hunt will go off at 12:45pm. The Easter bunny will be the “starter” along with a Parks & Rec member for each age group to kick off their egg hunt.
 - h) Made decisions on gifts to giveaway to participants.
- 5) Community Flea Market with GMFC
 - a) Ms. Zindel confirmed with Desiree Seese of GMFC that they are on board with partnering with Parks & Rec on this fundraising event to benefit GMFC.
 - b) Confirmed the date will be 5/18/19. Changed the time to 8:30am – noon, with setup for vendors who purchase a table to begin at 7:30am.
 - c) Ms. Cleaver will work with GMFC to create a Facebook event to begin advertising and will also create a SignUp Genius for registration – name, phone number, and email address will be required.
 - d) Registration deadline will be May 13th so that we can layout the map of registrants at our May 15th work session.
 - e) The fee for a table will be \$20 with the entire fee going to GMFC. We will request that GMFC have representatives available the day of the event to collect registration fees.

- f) Wallace Twp. will provide one table and one chair to each registrant for the day of the event.
- g) The group discussed using the pavilion at Wagenseller Park as a backup plan for location if we can't hold at SMES, or if it rains.
- h) Discussed asking GMFC if they can bring a truck or two to the event for promotion and for kids to be able to check out the fire trucks.
- i) Discussed asking the Boy Scouts if they'd like to sell donuts or something else at the event.
- j) Will coordinate between Parks & Rec and GMFC how many volunteers we will need for directing people as they arrive to check in, set up, man an information table, etc.
- k) Discussed possible advertising options to help make this event a success such the Mustang Minute, Friends of Wallace Township Parks & Rec Facebook page, GMFC Facebook page, posters for local businesses, Craigslist, and other Facebook yard sale groups.

Meeting was adjourned at 8:54pm.