

## WALLACE TOWNSHIP PARKS AND RECREATION

May 19, 2014

### Meeting Minutes

#### **Present:**

Rebecca Cesarz

Mark Bainbridge

Laura Braun

Danielle McDonough

#### **Others in Attendance:**

Michelle Cleaver

Sarah Funk

Camilla McMaster

Meeting called to order at 7:05pm by Rebecca Cesarz

#### **Business Discussed:**

1. April minutes have been approved.
2. Ice Rink - Sarah Funk in attendance to present and idea for a community ice rink during the winter.
  - Shared a presentation board with photos of an area on the ground enclosed and flooded (by the fire company). There are several options of materials that could be used and she has just begun researching the logistics.
  - Discussed location options: Field behind the township building, Wagenseller Park tennis or basketball courts, and a field at the park. The park would probably see more traffic because of the location; there is also a porta potty available.
  - Construction – What materials would be needed and what would the cost be? Could this be an Eagle Scout project? Where would materials be stored after the season is over?
  - How would this affect the surface below? Grass may need to be reseeded if constructed on a field.
  - Safety – There would need to a sign of some sort to indicate children must be supervised under a specified age. What will the liability be for the township?
  - Ms. Funk will be doing more research for her formal proposal. Ms. Cesarz also recommended speaking with the township lawyer regarding the liability.
3. Community day
  - Games:
    - i. Ms. Cesarz noted that there are five (5) neighborhoods that have signed up to do for games so far (15 volunteers). Including the boy scouts, there will be 6 games so far. She is waiting to hear from Ms. Matlack on the specific games that have been covered.

- Inflatables:
  - i. The township will be charged fees for the inflatables that were cancelled due to late notice. The company has allegedly lost money because the units could have been rented elsewhere.
  - ii. The current cost of inflatables is ~\$2400. The group discussed adding the “wrecking ball” inflatable, but decided to stick with the inflatables decided on during the April meeting. This will also save the budget money for future events such as the concert.
  
- Volunteers:
  - i. A “dry run” will be schedule for the Wednesday or Thursday before community day to give volunteers a chance to see how everything will be run. This should take less than an hour. Official date/time TBD.
  - ii. Ms. Braun inquired if there were flyers made up yet to recruit volunteers. Ms. Cesarz noted that there are not, but that Ms. Braun’s neighborhood had volunteered already to sponsor a game. The neighborhood is large so they may be able to sponsor two. Ms. Braun will follow up on this.
  - iii. The group discussed how to recruit more volunteers. Ms. McDonaugh, Mr. Bainbridge, and Ms. Cleaver will see if their neighbors are able to help. Three people are needed at each game for one hour each and the coordinator gets 2 free meal tickets.
  - iv. Attire? Last year everyone wore green shirts. This year volunteers will wear white shirts and a lanyard stating the person is a volunteer. A design presented by Ms. McMaster on behalf of Ms. Randzin was decided on for the lanyard. We can start with 20 lanyards and get a final count later. Volunteers can pass on their lanyard when they are off duty to another volunteer. Twenty-five (25) aprons with the word “volunteer” screen on them in red will also be made.
  
- Ice cream:
  - i. Mr. Bainbridge has had one vendor who may be able to work our event, but they are only able to provide snow cones, not ice cream.
  - ii. The group discussed additional potential ice cream vendors as that is the preference. Mr. Bainbridge will follow up with the new leads.
  
- Signs:
  - i. The cost of the signs for the games is currently \$472 for 15 signs. The cost should be lower because it’s not likely there will be that many games.
  - ii. Ms. Cesarz needs to know from Ms. Randzin when the latest date is that we can get the game signs printed.
  - iii. Ms. Cesarz also needs to know from Ms. Randzin how early the yard signs can be put up. Ms. Cesarz would like to have ten (10) signs instead of the six (6) currently in the budget.
  
- Prizes:
  - i. The committee needs to decide what to give away, how to limit the prizes per person, and decide how many tickets each prize will be worth.
  - ii. Mr. Bainbridge will use the inventory list from Ms. Randzin to work on the ticketing. iTunes and Amazon gift cards in increments of \$10 will be available for the older guests. The group discussed using the dollar value of the items to determine coordinating prize ticket values (more expensive items require more tickets). A minimum value will need to be set.
  
- Scavenger Hunt – This will be put off until 2015 so logistics can be worked out properly.

- Set up - Volunteers should arrive for set up at about 1pm. Discussed the availability of members present.
  - Food:
    - i. The fire company will be providing meals for ~\$8 per person or a lower rate for a family of four (4). If it rains, the BBQ dinner can be moved to the fire hall.
    - ii. Wet Ones wipes will be provided on the tables for people to clean their hands; plan on two per table. This will need to be purchased via Ms. Randzin.
    - iii. What (if any) snacks or drinks will be provided by the township?
    - iv. Could the fire company also cook hotdogs? This would provide an option for some of the younger children. Ms. Cesarz will call and find out. If they needed additional volunteers to make that happen, could volunteers assist them?
    - v. Ms. Cesarz is going to see if Far Away Farms is also interested in having a food stand at Community Day.
  - Miscellaneous:
    - i. The porta potty's will need battery powered lights (4 total) for inside and a secure way to adhere to the wall (command strips?). Ms. McDonough will get the information to Ms. Randzin on what is needed.
    - ii. Any other items to be purchased for Community Day will need to be sent to Ms. Randzin asap.
    - iii. Planning for Community Day 2015 will start in March 2015.
  - Meeting – An additional meeting will be held on June 2 at 7pm to finalize prizes and other miscellaneous items.
4. Concert – A working meeting will be scheduled after Community Day. Ms. Cesarz would like to make sure Rob Beebe can attend since he has done an event like this before, as well as the coordinator from Wyebrook Farm concert. They may be able to give input to help with some of the logistics. Ms. McDonough noted she has received a lot of emails regarding the event with a wide range of feedback on how things should be done.
5. Movie Night:
- Planning to show “The Nut Job,” rain or shine.
  - Popcorn will need to start popping around 6:30pm in order to be ready on time for movie night. Ms. McDonough volunteered to take the lead on this.

Meeting was adjourned at 8:52pm