

WALLACE TOWNSHIP PARKS AND RECREATION

April 17, 2019

Work Session Minutes

Present:

Carol Zindel
Laura Braun
Michelle Cleaver
Lori Casarella
Marcell Moore

Others in Attendance

Betty Randzin

Meeting called to order at 7:11pm by Ms. Zindel.

Business Discussed:

- 1) Approved minutes from 4/3/2019.
- 2) Easter Egg Hunt Recap
 - a) The event had a great turnout with excellent weather and received a lot of positive feedback from attendees.
 - b) Having the participants start on both sides of the run worked out very well with less congestion.
 - c) Photos with the bunny were a big hit and the line seemed to move quickly. Next year we need to bring a chair for the bunny to sit on as he was too tall to stand and be in the picture frame.
 - d) Due to the warm weather some of the chocolate in the eggs melted. Need to consider a way to keep the eggs out of the sun longer and possibly plan for more help setting out the eggs so that we can wait until right before the hunt to place them.
 - e) Discussed needing to come up with a better sign next year for returning the eggs to the correct bins and possibly moving them closer to the snack tables or exit area.
- 3) Community Flea Market
 - a) Received final approval from SMES to hold this event in their parking lot.
 - b) Ms. Randzin advised she is getting a poster made that we can distribute to be hung up at local businesses.
 - c) Ms. Randzin also made a paper registration form for residents who into the township building and want to sign up in person. She had 2 residents call this week wanting to sign up, which Ms. Cleaver is going to add them to the registrants list.
 - d) Discussed other forms of advertising:
 - i) Ms. Cleaver will include the location and new details on Facebook event page
 - ii) Ms. Cleaver will also post on community yard sale Facebook groups
 - iii) Ms. Zindel will reach out to the elementary school to see if they can post in their newsletter

- iv) We will ask GMFC to post on their Facebook page, add to their kiosk if possible, and send the electronic flyer to their email contact list.
 - v) The rest of the group agreed to send the electronic flyer to contacts of their own to help spread the word.
 - vi) Ms. Randzin will post the event information and sign up information on Wallace Township website.
 - e) Ms. Randzin advised that she got a quote on tables and chairs for the event. We will provide one table and two chairs to each registrant. The table company can deliver the tables and chairs on Friday and we will come up with a plan to transport them to SMES on the morning of the event.
 - f) The group decided that charge of \$20 for a table will apply to early registration only. Vendors who do not pre-register will be charged \$25 for a table, and availability will be limited to the number of open spaces still available. They will also need to bring their own table if they do not pre-register.
- 4) Community Day
- a) Discussed creating the Facebook event for Community Day so that we spread the word early about the date and also what this year's theme will be.
 - b) Ms. Zindel reached out to the band with our date to see if they are available and is waiting for a response.
 - c) Ms. Randzin provided our date to the inflatables company to confirm their availability.
 - d) Discussed asking Steve Senn to reach out to Kevin Pierce to let him know our date and see if he can attend to sing the National Anthem again this year, and also to inquire about booking Rita's for the event.
- 5) Movie Nights
- a) Ms. Cleaver will create the Facebook events for the movie nights now so that people can the dates on their calendar
 - b) Will discuss which movies we want to confirm at our next meeting.

Meeting was adjourned at 8:27pm.