

WALLACE TOWNSHIP PARKS AND RECREATION

September 18, 2019

Work Session Minutes

Present:

Carol Zindel
Michelle Cleaver
Lori Casarella
Marcell Moore
Dana Daniele
Laura Braun
Mark Bainbridge

Others in Attendance:

Betty Randzin

Meeting called to order at 7:07pm by Ms. Zindel.

Business Discussed:

- 1) All seven board members were present at tonight's meeting, a rare occurrence.
- 2) Approved minutes from September 4, 2019.
- 3) Community Day Recap
 - a) Overall the group has only heard positive feedback about the event from attendees, participants, and volunteers.
 - b) There were multiple issues with one of the inflatables, Toxic Drop Obstacle Course.
 - i) Representatives from the company set it up right in the middle of the field, which was not where it was intended to be located.
 - ii) It was both a visible and sound barrier to the band.
 - iii) It partially blocked the view of the alpacas and they initially set up their generator on the side closest to the alpacas, though they did move it when asked to.
 - iv) Some parents expressed concern about this inflatable, as there were both small children and older children going in at the same time and the staff didn't seem to be monitoring it properly.
 - v) The group agreed that we should consider not using this particular inflatable next year to minimize these issues.
 - c) We should give the inflatable staff vests next year so that everyone knows they are official staff. It was difficult to tell exactly who their staff members were.
 - d) A lot of kids said they missed the mechanical bull so we will consider bringing that back.
 - e) The Ninja Wall inflatable was a big hit that everyone (both kids and adults) seemed to love.
 - f) Gaga Ball didn't seem to be a big draw so we will consider not bringing back next year.

- g) The group discussed whether we had the right amount of inflatables or if perhaps it was 1 or 2 too many. Consensus was that none of the inflatables had long lines at any point in the day, so we probably could cut out one or two inflatables next year.
 - h) The alpacas (Grist Mill Farm) seemed to be a big hit and they enjoyed it and would love to be included again.
 - i) All of the gift bags and prizes from the prize table and kids tent all went so it seemed we had the appropriate amount.
 - j) The information tables were a big success this year and had a lot of visitors – much more than previous years. One of the tables had balloon animals and others had fun giveaways as well which seemed to really be a nice draw. It was relatively cramped inside the tent and the possibility of needing a larger tent next year was discussed. If we have the same number of tables, the same size should do but if we have more we will need to plan for a larger tent.
 - k) Discussed the possibility of next year having someone do balloon animals or face painting. This will depend on next year's theme and if it is a match.
 - l) The band was also a hit and everyone seemed to enjoy them. They bring their own canopy which was necessary because it did rain briefly. Need to make note that we will have to make sure to plan for that again in the future.
 - m) Storytelling had to be moved because it was too loud by the kid's tent but it was still loud in the pavilion. The group agreed that scheduling things like this in specific time slots is difficult to pull off.
 - n) Ms. Randzin advised the group that the township dropped off the food donations at the Chester County Food Bank.
 - o) GGS snack shack was popular and sold out of most things.
 - p) Decorations / truffula trees were a big hit and we were able to send many kids home with them.
 - q) Need to include a lost and found at future events for lost items to be turned in and retrieved.
 - r) Need to remember to make a list of band announcements to give to them before the event starts.
 - s) Suessville sign entrance was a success with directing people where to go and what to do.
 - t) The emergency services vehicles and officers were all a big hit as well, especially the police officer with the drone.
 - u) Need to bring toilet paper to next event as the port-a-potty ran out and also make sure that they are cleaned before the event.
 - v) Discussed sending thank you notes to all that helped with the event. Ms. Moore will bring to the next meeting.
 - w) Discussed creating a post asking for volunteers to help out at future Community Day events.
- 4) Halloween Party
- a) Trunk or Treat registration forms are created. Ms. Randzin advised that we've had a couple requests already.
 - b) Discussed giving out prizes for the best decorated trunk.
 - c) Cars participating in Trunk or Treat must be in the parking lot by 5pm.
 - d) Trunk or treat starts at 5:30pm and the party starts at 6:00pm.
 - e) Pizza to be delivered at 6:00 and 6:15, glow party at 6:30, the parade will start at 7pm.

- f) Discussed creating a spooky village on the tennis courts or basketball court or playground area if the Boy Scouts can help. Ms. Moore reached out to the scouts to see if they have interest in participating.
 - g) Parade prizes – 1st, 2nd, 3rd, and honorable mention for each age group.
 - h) Ms. Cleaver will reach out to Jeff Brown to see if he is interested in setting up a pumpkin carving table this year.
 - i) Make sure get the correct glow sticks and have them assembled beforehand for the glow party.
 - j) Mr. Bainbridge confirmed that he is going to be the DJ.
 - k) Need to confirm who the judges will be for the parade.
 - l) Ms. Cleaver will create a Facebook event for the Halloween Party to begin advertising for the event.
 - m) Ms. Randzin advised that the orange bags have been stuffed with coloring books already and we will try to get coupons from some of the local businesses to include.
 - n) Discussed advertising for Holiday Lighting Contest at the Halloween Party. Ms. Randzin suggested making a poster board with photos of the house winners from last year and putting Christmas lights around it.
 - o) The group discussed that we will serve water & juices for this event. Mr. Bainbridge asked if we could consider renting a water station for this and/or future events to cut back on all the plastic waste from water bottles.
- 5) Next meeting
- a) Write out thank you cards to Community Day helpers/participants.
 - b) Finalize Halloween Party details.
 - c) Begin discussing 2020 schedule of events.

Meeting adjourned at 9:00pm.