

## **Parks and Recreation Commission Meeting**

Oakbourne Mansion  
1014 S. Concord Road, Westtown, PA  
15 July, 2014, 7:30pm

In attendance were: Chair Bridget Brown, commission members Jennifer Shea-Schwacke, Township Manager, Rob Pingar, and guest Joe Warner of 20/10 Solutions. Maria Klang arrived late.

### **I. Call to Order**

Bridget called the meeting to order at 7:32pm.

### **II. Approval of Minutes (June 10, 2014)**

Jen made a motion to approve the June 10, seconded by Bridget. The minutes were approved.

### **III. Old Business**

#### **A. Oakbourne Mansion Website**

Bridget introduced Joe Warner of 20/10 Solutions, who pitched his proposal for the Oakbourne Mansion website. Bridget stated that P&R is hoping to update the website to improve marketing of the Oakbourne Mansion. P&R is looking for a turn-key website that the commission could be trained to maintain. Joe asked Bridget to dropbox photos to him, as well as floor plan, facts and info. He asked about timing for getting the website up and running. Bridget responded ASAP. Joe asked about wifi for corporate events. Rob said he would investigate.

After Joe left the meeting, Rob mentioned that the township is working on an RFP/RFQ for the township website. He asked Bridget how she heard about 20/10. She replied that Joe had done some work for Chester County Boy Scouts with Rick. She and Jen said that P&R got proposals from WC Press, Jason Lisi, and 20/10, and felt that Joe offered the most "bang for the buck."

#### **B. Summer Concert & Movie Night recap**

The concert on Friday, June 20 was a huge success. The Woodside Creamery staff was very easy to work with. There were a lot of older folks who attended, as well as families with children. Parking was a chore. The band alone had 60 cars. The WC Running Club event added another variable to the mix, but all worked out in the end.

The "Frozen" movie night on June 27 was also very well attended. Bridget estimated 150 people. The weather was perfect. Movie started about 8:45. Next movie is "Narnia" on July 25.

#### **C. Health and Fitness Report**

Jen said she has two yoga signs. One has been in her yard, but should be moved to a higher visibility spot. The other has been at Advent Lutheran, but perhaps should be moved. Maria suggested putting one at 352 and 926, but they weren't sure where it could be placed. Jen said she would ask at the photography shop and would also check if there was anywhere on Rt. 3 where a sign could go.

Maria asked if the newsletter had gone out. Rob said he made the final edit a week ago, but wasn't sure of the mailing status. Maria said the newsletter was crucial for advertisement.

Registration for the summer session was sparse. Maria is only doing an abbreviated Monday night session. Maria said she would reduce her pay for this session.

#### **D. Park Sign Installation Update**

Bridget still has not been able to get in touch with Patrick McDonough regarding the new park sign. She sent an email to Mark to see if he could help with contacting Patrick, but hasn't heard anything back from Patrick. Bridget said she would send another email to Patrick, and copy Rob and Mark.

#### **E. Lego Camp August 16**

Bridget reported that only one child has registered for the Lego event. The Gazette is the main advertising avenue. Jen said she would put it on the Facebook page. Pam has sent several notices on listserv.

#### **F. Artwork Purchase Update**

Bridget said Pam asked for someone else to offer opinions on additional artwork. Rob thought it was a good idea that someone from P&R help choose the artwork. Bridget and Jen will coordinate with Pam to visit the gallery next week.

#### **IV. New Business**

##### **A. P & R Commission Status**

No additional people have come forward. Notice has gone on listserv, is on the website, and in the newsletter. Nothing has been done with contacting folks on the spreadsheet because Deb has been dealing with family matters and the office staff has been too busy.

#### **V. Non-Agenda Items & Public Comment**

None.

#### **VI. Action Items**

Rob – Check on adding mansion to Verizon account for wifi.

Bridget – Get mansion photos, floor plan and facts to Joe; email Patrick regarding sign proposal specs; schedule appointment to look at artwork.

Jen – yoga sign placement

#### **VII. Adjournment**

Bridget adjourned the meeting at 8:19.