

Parks and Recreation Commission Meeting  
Oakbourne Mansion  
1014 Oakbourne Road, Westtown, PA  
8 January, 2013, 7:30pm

In attendance were: Parks and Recreation Commission members Kristine Lisi, Jennifer Shea-Schwacke, Leonard Tehrani, Bridget Brown, Rick Brown, Township Manager Robert Layman, and four guests.

**I. Call to Order**

Chair Kristine Lisi called the meeting of the Parks and Recreation Commission ("Commission") to order at 7:45 PM.

**II. Approval of Minutes (December 11, 2012)**

On the motion of Ms. Lisi, second by Mrs. Brown, the Commission approved the minutes of December 11, 2012.

**III. Election of Officers**

The Commission members reviewed what each officer has done in the past. It was decided that in addition to a Chair, Vice Chair, and Treasurer to also have a Communications officer. It was also decided to give Mr. Brown the title of Director, Oakbourne Mansion, responsible for giving tours and handling reservations of the Mansion. The Commission members discussed keeping the officers the same as in 2012, with Ms. Lisi as Chair and Ms. Shea-Schwacke as Vice-Chair. Mr. Tehrani stated his interest in being the Communications person.

**IV. Old Business**

**A. Open Space Task Force**

Mr. Tehrani reported that the next meeting will be at 7:00pm on January 10, 2013 at the Township building. The Commission members reviewed for the guests what the Task Force is doing, and who is on the Task Force.

The Commission decided to hold future meetings at the Mansion.

**B. Follow up from December meeting**

Ms. Lisi reviewed the action items from the December meeting. Mr. Brown mentioned that the Township office does not have any of the Commission's 2013 meeting dates on the Mansion calendar. Ms. Lisi stated that the dates were discussed at the November, 2012 meeting and were in the minutes. She will have Ms. Preston in the office check those to get the dates on the calendar.

**C. Events**

**1. Yard Sale Meeting - January 16**

Mr. Tehrani reviewed what will be covered at the meeting. Ms. Lisi stated that date of the Yard Sale will be April 27, 2013. There was discussion regarding another event possibly scheduled on that day. Mr. Brown said he will check and contact them if there is a conflict.

Ms. Lisi reviewed the decision to charge more for business rental of a space at the yard sale. The Commission also discussed advertising the yard sale, and how many business vendors versus residents to allow at the sale.

Mr. Tehrani asked that inquiries regarding the Yard Sale be emailed to him for follow up.

**2. Open House Meetings – January 8 & 16**

Ms. Lisi explained to the guests in attendance that the mission of the Commission is to provide low cost events for the Township. The only events that have a fee have been the Dog Show where there was a charge for each dog participating and the Yard Sale.

Ms. Lisi stated that if anyone is interested in becoming a member of the Commission she will give them her email address, so they can let her know why they want to be involved.

**3. Promotion Avenues for Events**

Ms. Lisi mentioned that most people are receiving information on the Commission events via email. There was a large turnout for the Winter Festival and a majority of the attendants mentioned they heard about it from emails.

Mr. Brown stated that at an Open Space Task Force meeting he attended they discussed the best way to communicate with Township residents. Mr. Tehrani stated that they are working on increasing the email list. He also suggested having an email list just for people interested in Parks and Rec.

The Commission members reviewed where the events are usually publicized and keeping track of deadlines for the different publications.

**D. Park/Mansion Renovations**

**1. Oakbourne Park - Main Entrance Sign Quotes**

Ms. Lisi stated that Mr. Tehrani will have the quotes and circulate them by Jan. 16, 2013.

**2. Chairs and Tables - Mansion**

Mr. Brown mentioned he is working on the purchase of more chairs and tables to be available when people rent the mansion. One of the catering companies Mr. Brown has been working with put him in touch with the person in charge of rentals at Ridley. He has arranged to go to Ridley to see what type of chairs they have, and find out where they bought them and the price.

The Commission members discussed the pricing of the Oakbourne Mansion compared to other similar venues in the area. It was decided that Rick Brown would see if he could meet with the Board of Supervisors to talk about raising the rental fee.

**E. Public Outreach**

**1. Website Update – Outdated Information**

The Commission members are still going over the Oakbourne Mansion website and will email Mr. Lisi what needs to be updated soon.

**2. Advertising the Mansion – Oakbourne Mansion Brochure**

Ms. Shea-Schwacke stated that she had been in touch with a graphic designer she knows and they are going to do some sample brochures for the Commission to review.

Mr. Tehrani suggested putting an ad in a wedding magazine or event publication if it is in the budget. Mrs. Brown commented that they are very expensive, and she feels there are other things that need to be taken care of first.

The action items for this month are the following:

1. Ms. Shea-Schwacke will update the Commission's Parks Improvements list and email it to the rest of the members by 1/16/13 so it can be taken to the Friends of Oakbourne meeting.
2. Mr. Tehrani will do a write up of the sign for Oakbourne Park and get quotes from at least three sign companies. He will get them by 1/16/13 to circulate to the Commission members and take them to the 1/17/13 Friends of Oakbourne (FOO) meeting.
3. Mr. Tehrani will contact Tom Bare of FOO to ask if he can attend the February Parks and Recreation meeting.
4. Mr. Layman will ask Mark Gross to attend the February Parks and Recreation meeting.
5. Mr. Layman will look into getting a new fire occupancy quote for the Mansion.
6. Ms. Preston will check the November, 2012 Commission minutes for the dates of the 2013 events and block them off on the Oakbourne calendar.

#### **V. Public Comment**

Ms. Lisi stated that the Commission usually has residents vote for the movies for movie nights, but since the next newsletter won't go out until spring, she suggested picking the first movie so it can be advertised in the next newsletter.

Mr. Layman mentioned that the Board of Supervisors have announced they are looking for citizen volunteers interested in being on an advisory board for upgrading the Township website. The Board would like to find out what the citizens want in a website, and make it more interactive. Ms. Lisi suggested that at the next Commission meeting it might be good to discuss possible changes to the Parks and Recreation page.

Ms. Shea-Schwacke suggested talking with Parks and Recreation Groups from other Townships to possibly partner with them on events or to share resources. Mr. Tehrani stated that at one point the Commission had tried to partner with Thornbury Township, but that fell apart. He has spoken with the director of East Goshen Township's Park and Recreation Commission, and that individual is willing to help out with information.

Mr. Brown stated that there is a Cub Scout Pack that would like to come to Oakbourne Park and clean up bottles and other trash, and asked if this was all right for them to do. After discussion it was decided that it was OK and might be a good Township event around Earth Day in April. Mr. Layman mentioned that FOO occasionally does tree planting around Earth Day, and the Commission might want to check with them to see if they plan to do that this year.

Mr. Brown also mentioned that during the Girl Scout summer camp he spoke to the Scouts and it was brought up that one year they donated and helped plant some trees. It was thought that the Girl Scouts could hook up with Friends of Oakbourne and donate some more trees in place of the charge for their summer camp. Mr. Brown will pursue this.

Mr. Layman brought up finalizing the Parks Use Policy and asked if the Commission members could come to the February 4<sup>th</sup> Board of Supervisors workshop to discuss this.

#### **VI. Adjournment**

Ms. Lisi adjourned the meeting at 9:30 PM.