

Parks and Recreation Commission Meeting

Oakbourne Mansion
1014 S. Concord Road, Westtown, PA
10 September, 2013, 7:00pm

In attendance were: Parks & Recreation Commission members Jennifer Shea-Schwacke, Rick Brown, Deb Litman-Goch, and Township Manager, Bob Layman. Ms. Lisi was absent due to a family emergency, Mr. Tehrani was attending the Open Space Task Force meeting and arrived late, Maria Klang had a family conflict, and Mrs. Brown arrived late.

I. Call to Order

Jen called the meeting to order at 7:45, when Bridget arrived and made a quorum.

II. Approval of Minutes (August 13, 2013)

Rick made a motion to approve the minutes of August 13, 2013, seconded by Deb. There were no questions and the motion was approved.

III. Old Business

A. Events Recap

The 2013 summer movie nights ended with perfect weather for "Here Comes the Boom" on September 6. Rick estimated at least 100 people were present.

B. Upcoming Events

Mansion Open House September 29

There were 7 people at the August open house. The next open house is Sunday, September 29 at 1:00. They decided to go with three postcards instead of a pamphlet (a holiday theme, a wedding theme, and a generic one). They can get 500 cards for \$40. The Commission will investigate a bulk mail permit.

Fall Yard Sale September 21

About 85 people have registered. Jen updated the P&R Facebook page with photos from the Spring sale, and people have been tagging the pics.

Bridget is handling the concessions which will include coffee, soda & water, pizza, candy, chips, and bagel sandwiches.

The group discussed selling the vintage metal chairs, and blue fabric chairs. Jen will post them on Craigslist.

Leonard confirmed the Fire Police from 7am to 1pm. WEGO police will be present from 8-10. Habitat for Humanity will come at the tail end of the sale and stay until 1:30. Rick was concerned about junk being left for HFH. He said people should not be allowed to drop off stuff at an unattended spot.

C. Volunteers

Leonard said he sent a draft letter to Kristine, but didn't get a response, so he sent it to Bob for review. The letter went out to the list from the OSTF survey over the weekend, but Leonard had not received any responses. He said he would also make an announcement at the Open Space Public Forum on Thursday to see if he can get any volunteers.

D. Mansion Rentals

The Commission discussed a request by Tonia Adleta of Aribella Events for her own wedding on New Year's Eve. She is requesting Option 1 & 3 and extended hours to 1am with 2am cleanup. The Commission approved the rental but will need Board approval to extend the hours. They suggested

defining the working relationship (i.e. what are we going to get in terms of promoting Oakbourne Mansion to her clients). The Commission suggested invited her to a P&R meeting before end of year.

Jon constructed a cart for the chairs, but is going to need about \$850 to cover costs to make carts for all the chairs. The Commission wants to approve the expenditure to make enough carts for the 150 chairs that we now own. All present were in favor.

E. Fitness Program Status Report

Maria and Bob have a phone conference tomorrow to discuss the liability waiver. Maria suggested T, W, and TH nights from 6:30-7:30, starting in October. She will have to check holiday dates to see if there is enough time for an eight week session (\$70/session) to finish before end of year.

F. 2014 Budget Proposal

Bob suggested that when presenting the budget proposal to the Board, focus on the P&R activities and events planned for 2014. Rick mentioned that the P&R budget has already been approved. He wanted to talk about the mansion budget.

Rick wants to ask the Board for \$2000 over their existing \$1500 allocation. The additional funds would go towards marketing efforts. He wants to have marketing postcards made, improve the mansion website, and develop a logo.

Rick passed out a mansion wish list that he wants to discuss with the Board. Bob Layman noticed front porch repairs on the list and mentioned that he talked to Mark Gross today about working on it.

Rick said he wants to require renters to use our tables and chairs. The Commission agreed.

IV. New Business

Open Space Task Force Public Forum meeting is Thursday, Sept. 12. Rick and Leonard plan to attend.

V. Public Comment

Leonard asked about any comments on the sign email he sent out. Bridget and Rick asked for the other quotes for comparison. Jen agreed that they need 3 quotes of the same sign design.

VI. Action Items

Kristine - talk to CC Chamber about joining & holiday parties; find the disc with photos so we can get the website updated;

Rick – work on mansion budget proposal for Board

Bridget – prepare concession flyer; finalize mansion marketing postcards; work on event planning calendar

Leonard – check with Fire Police to get a count on the number of volunteers coming, still need to circulate quotes for sign & prepare proposal for Board

Jen – coordinate line painting for yard sale spaces with Mark for Thursday

Pam – send listserv blast on Monday for the Yard Sale, print copies of concession flyer and yard sale evaluation

VII. Adjournment

Jen adjourned the meeting at 8:55pm.