

Parks and Recreation Commission Meeting
Westtown Township Building
1039 Wilmington Pike
4 May 2010

In attendance were Parks and Recreation Chair Kristine Lisi, Vice Chair Jennifer Shea-Schwacke; and Township Manager Bob Layman.

I. Call to Order

Chair Kristine Lisi called the meeting of the Parks and Recreation Commission ("Commission") to order at 7:42 PM.

II. Approval of Minutes (April 13 2010)

On the motion of Ms. Lisi, second by Ms. Shea-Schwacke the minutes of April 13, 2010 meeting were approved.

III. Old Business

Ms. Lisi reviewed the action items from the April 13th meeting.

Ms. Lisi stated that if Ice Wizards could not come to the movie nights then the Commission members would go back to selling prepackaged snacks and sodas.

A. Programs 2010

Ms. Lisi stated that she had yet to visit Tyson Park but she and Ms. Shea-Schwacke may go over at the end of tonight's meeting. She mentioned that she had an email from Mrs. Greer stating that Tyson Park does not have any portable bathroom facilities. Mrs. Greer also emailed her about a child safety fair that Thornbury Township Delaware County was having. Ms. Lisi stated that she was going to look into seeing if they would be interested in being part of the Christmas in July event as there would be a lot of children there.

1. Advance Work

Ms. Lisi stated that she finished the flyer for the first movie night and had emailed it to the Commission members. Mr. Layman mentioned he had printed some out for the Board of Supervisors meeting the previous night and had also given one to a resident who came in asking about events.

Ms. Lisi reviewed the movie votes and stated that the movies in the lead for the second movie night are "Hotel for Dogs" and "Scooby Doo" with seven votes each. She stated that another email blast should probably go out before Memorial Day weekend.

a. Vendors

Ms. Shea-Schwacke stated she got in touch with Ron from Pet Craze to see who she should contact regarding the dog show as she had some information to send to them. She stated that since they have been so involved she wanted to give them the opportunity to be the primary sponsor before she contacted the other vendors.

1. Forms

Ms. Shea-Schwacke reviewed the sponsorship form with the Commission members. The Commission members discussed any possible changes and decided that it was fine the way it is.

Ms. Shea-Schwacke showed the Commission members the companion form that goes with the sponsorship form.

Ms. Lisi stated that the vendors at the dog show will have a waiver form to sign similar to the one the dog owners have to sign. There will also be a survey for the vendors to fill out to see if it was worth their time.

b. Newsletter

Ms. Lisi mentioned that per Mrs. Greer the next newsletter deadline is June 15th. She stated that the second movie night and Christmas in July will be advertised in that issue. Ms. Lisi asked about the following newsletter after that. Mr. Layman responded that the deadline would be in September and it would go out in October. Ms. Lisi stated that the Commission would have to also advertise the third movie and the dog show in the upcoming issue.

2. Advertising

The Commission members discussed when to distribute the flyers for the movie night. Ms. Shea-Schwacke mentioned that she talked with the principal at Penn Wood Elementary School, Dr. Gacomis, about sending out flyers in the homework folders. Dr. Gacomis said she would be happy to but it had to be approved by the School District first. After discussion it was decided that what went home wouldn't have to be the colored flyer but a black & white copy and also could check with the other elementary schools in the Township. Ms. Lisi asked if the schools had a bulletin board where the color flyer could be hung. Ms. Shea-Schwacke responded there was a bulletin board at Penn Wood.

3. Sponsorship

Ms. Shea-Schwacke stated that the Commission members should start working on sponsors for the first movie night. Ms. Lisi stated that Mr. Tehrani had previously mentioned some banks might be interested. The Commission members discussed what banks to target. It was decided that they will start with the bank that the Township uses.

Ms. Shea-Schwacke stated that she had emailed Carol Erickson from CBS news about being a judge for the dog show but had not heard back from her yet. She is given her some time and if she doesn't hear back she will try to contact her again.

Mr. Layman mentioned that channel 29 local news always seems to get involved with local events so that could be an alternate place to check with if Carol Erickson does not respond or cannot be a judge for the dog show.

Ms. Shea-Schwacke stated that the best in show winner from last year had confirmed she would be a judge for this year's show.

The action items for this month are the following:

1. Ms. Lisi & Ms. Shea-Schwacke will make a visit to Tyson Park to become familiar with the park for the Christmas in July event.
2. Mr. Tehrani will get the sign prepared for the first movie night.

3. Ms. Lisi will get the information she has on signs to Ms. Shea-Schwacke.
4. Mr. Tehrani will contact B101 and Ice Wizard regarding the movie nights.
5. Parks and Recreation Commission will send an email blast regarding their continued voting for movie nights. .
6. Ms. Lisi and Ms. Shea-Schwacke will go solicit at Westtown Township's bank for sponsorship for the first movie night.
7. The Commission members will distribute the flyers for the first movie night.

IV. Adjournment

With no other business to discuss and on the motion of Mr. Layman, second by Ms. Shea-Schwacke the meeting was adjourned at 8:05 PM.