

East Coventry Township Parks, Recreation and Conservation Committee February 27, 2018 Meeting Minutes

Date: Tuesday 2/27/2018 **Meeting Called By:** Bruce Stephens

Time: 7:30PM **Meeting Notes By:** Flora Kapp

Attended	Name	Attended	Name
X	Anne R. Sage	X	Flora Kapp
X	Bruce Stephens		Karen Nocella
X	Cathy Carney-Horner	X	Gary Hughs

Guests in attendance: John Doyle via phone; Jason Stouch; Liz Willow; Karen Pfromn; Cheryl Imes

Agenda Item: Review of January 2018 Meeting Minutes

Anne made motion to approve January minutes, Gary seconded, all were in favor, minutes approved.

Agenda Item: Spring Run - March 24th

- ❖ Run
 - To date \$2,700.00 in Sponsorships
 - John to contact Mary to see if received any items for runner packets from sponsors
 - 23 Runners registered - \$690
- ❖ Volunteers
 - Flora to contacted Pastor Barry and he will call back with number of volunteers
 - Bruce to oversee volunteers on race day
 - Volunteers to arrive 8:30am on race day
 - Inform volunteers of duties and location
 - Instruct them to be cheerful & cheer/clap when runners pass by
- ❖ Bibs
 - John sent note to Mary asking quantity leftover from last year
 - John to determine quantity needed and request purchase
- ❖ Food
 - John to contact Wawa to see if they would donate pretzels/drinks
 - John informed the committee that 4H contact from last year for chocolate milk has changed and that he is waiting for information regarding new contact. Milk last year was donated by 4H. We may have to purchase this year. Used 200 cartons of milk last year.
 - Will need 3-4 jugs of water & cups for water station (One to be located at township bldg. where runners come through to continue on 10K)
 - Individual bottled waters
 - Bananas – Anne
 - Various types of protein bars – Flora
- ❖ Shirts: Dark blue thermal; designed but waiting till 3/8 (cutoff date for last online registration) to finalize. Shirt design finalized and order placed 3/9-12
- ❖ Need boxes to hold registration packets – Flora to check with Cathy for plastic boxes
- ❖ Flora to get Park & Rec banner/table from Karen
- ❖ Cheryl to check with Ray regarding Port a Potty, trash cans, donation of 4 wheeler for the day from Leisure Sports & Turf and see if he can transport volunteers to locations.
- ❖ Directional signage – Gary to make arrows/Cheryl to check with Ray to see if he has any old signs in garage for Gary to use.
- ❖ Photographer
 - Mat Quarter (photographer from last year) to donate “like in kind” services to photograph start/finish line

- Liz Willows volunteered to photograph runners at designated spot along trail
- ❖ Flora to contact Mary regarding use of conference room for Run meeting on 11-12 Saturday, 3/17 and Friday 3/23 – all day.
 - Saturday meeting to finalize/review plans
 - Friday meeting to put packets together and mark trail

Meeting adjourned 8:30 pm

Signed: Flora Kapp

Date: 5/22/18

Flora Kapp/Secretary