East Coventry Township Parks, Recreation and Conservation Committee
February 28, 2017 Meeting Minutes

Date: Tuesday 2/28/2017 **Meeting Called By:** Bruce Stephens

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

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

Guests in attendance:

Residents: John Doyle, Cheryl Imes, Karen Pfromm, Chief Mossman

Agenda Item: Review of January 2017 Meeting Minutes

- Gary motioned to approve the January 2017 minutes, Cathy seconded, all in favor, minutes approved.

Agenda Item: Spring Run

- Reviewed route and volunteer stations, parking
  - Saturday 3/4 committee members to walk/review route; Friday, 3/17 - John, Gary and Ray to mark route (white arrows on roads, orange on grass).
- Reviewed Volunteers/work schedule Cheryl put together
  - Chief Mossman expects to have 10-12 Fire Police on hand to have at road entrances/crossings
    - Recommends adult volunteers on roads and volunteers under 18 on trails
    - Will try to get extra portables for communication from volunteers on trail portions of route
    - Will inquire about parking on Hershey Drive
  - Race starts at 10am - volunteers helping with registration should arrive at 8am, volunteers on route should be at run by 8:30am
  - OJR Leo Club - 9
  - OJR Girls Field Hockey - 7-8
  - Spring Valley Community Church - 5
  - Kathy & Gary to organize volunteers day of race, provide instructions (direct runners & clap/cheer when they run by) and direct/take them to their positions
  - Need names and cell numbers of all volunteers
- Ray will have inside bathrooms open for race day 8-12
- Chief Mossman asked if we had First Aid plan - Cheryl will ask Ray
- Flora check with Karen regarding tables/Gary to pick up tables from Bruce
- Cheryl will ask Ray if have PA system we could use/Flora to check with Ann
- Target date to order shirts - Mar 6; final date for online registration - Mar 15
- Reviewed expenses to date
  - Sponsor donations to date: $3,350, total expenses estimated to be $3,000+/-
  - still need to purchase water, bananas, oranges, soft pretzels week of race. Karen Pfromm volunteered to inquire about vendor to donate pretzels.
  - Items ordered: bibs, blinking lights, bag
  - Cheryl to order medals, gift cards (2 @ $25/ea)
  - Committee approved the purchase of chocolate milk from 4H Club/Abbie, who will be at race to hand out. Okayed food truck if they want to sell coffee/hot chocolate.
- Tuesday, March 14th - committee to meet at 7pm twp building to review final preparations
- Thursday, March 16th - committee to meet at 7pm twp building to put bags together, prepare bibs

Meeting adjourned 10:00 pm.

Signed: Flora Kapp Date: 5/23/17

Flora Kapp/Secretary