

East Brandywine Parks & Recreation
Minutes, Jan. 6, 2020 – 7:00 PM

Attendees – Sandy Lammey, Linda MacNeal, Don Lynn, Dave Summers, Mike Mize, Bob Smedley, Kirk Fuhrman

Approval of December Minutes – Bob Smedley motioned they be approved as submitted, Dave Summers seconded. Minutes unanimously approved.

Information Items:

Tree Lighting Ceremony - Thank you sent to Mr. Big Twigs for the Christmas Tree donation. The tree was taken down and all wreaths were removed from the Park on New Year's Day. The township maintenance staff removed the tree for chipping.

Flag Pole Rope Repair – It was noted that the rope on the POW/MIA flag needed repaired. The repairs were done by John Williams at Brandywine Flags. John did the work and only charged for materials. A thank you was sent to John at Brandywine Flags.

Need for Two Board Members

Responsibility Suggestions

Discussed how the two open committee positions are typically advertised – township LED sign, website, word of mouth. Linda asked if the township website listserv will send email alerts when positions are posted. Reviewed the Parks and Recreation Board Responsibilities that Sandy had put together. Linda motioned that we approve the Parks & Recreation Board Responsibilities and Don seconded. Unanimous approval.

Financial Report – Luke

Luke had provided year end reports including activity and performance.

Community Park Trails Improvement Update – Luke

No updates

Approval of Policies and Procedures Updates – Luke

No updates

2020 Events

- **Need for a Movie Chairperson** – Linda volunteered to be the Movie Chairperson and discussed tentative dates such as Saturday, June 6th, 2020
- **Easter Egg Hunt** – tentative Sunday, March 29th @ 1pm with raindate of Sunday, Apr 5th @ 1pm
 - Survey Monkey registration
 - Need to meet with volunteer committee within the next month
- **Community Day, Run for the Parks and Classic/Antique Car Show**
 - Sandy motioned that we consolidate Community Day into the Harvest Festival in October as one event
 - Harvest Festival would be the same base format as last year
 - Recommend keeping Run for the Parks as a standalone event versus moving it to the same date as the Harvest Festival
- **Harvest Festival Activities**
 - We will need to create a list in advance of our February meeting
- **Tree Lighting** – Saturday Dec 5th with rain date of Sunday 6th from 3pm to 5pm. Discussed the possibility of having the Public Works staff pickup and setup tree at park.
- **Setting Dates for Future Events**
- **Reserving Space within the Park for Future Events**
- **Summer Concerts - Don**

The following groups have been "signed" for the 2020 concert series.

Walton-Marquette Project - June 11 [rain June 16] - \$300

Paul Wilkinson and Friends - June 25 [rain June 30] - \$700

West Chester Swing Kings - July 16 [rain July 21] - \$800 - pending Board contract approval. *

Starting time: 6:30.

* Will need 19 folding chairs. ***Have permission to borrow 19 from Hopewell UMC.***

Next Meeting – Feb. 3, 2020 – 7:00 pm.

Continue Planning of Events for 2020