

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
April 2018**

The monthly meeting for the Upper Macungie Township Recreation Board was held on April 18, 2018 at the Upper Macungie Township Building. The following Recreation Board members were present: Karla Trumbauer, Katie Shade, Bret Spangler, Andrea Russell, and April Navarra. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi-Matula, Jim Soltis, and Deb Soltis. Dave Kentner, and Jen Szukics were absent.

The meeting was not officially called to order due to the fact that there was not a quorum until after 7:30pm. A working meeting was held until Karla arrived.

MINUTES

Minutes from last month were not reviewed.

PUBLIC COMMENT

Richard "Wes" Schlauch, Alicia Cunic attended.

Wes suggested having a giveaway with event dates/information on them.

REPORTS

Community Programs

- Parkland resource fair is 5/5, we need volunteers from Rec Board – Andrea and Katie are tentative, but unsure on time. We will have table and giveaways with program information. Lynn will try and order additional giveaways.
- Discussed Noon Year's Eve – when will be having this? Since this is a Monday, people may be working so crowds may be lower. Do we want to do this on Sat/Sun?
- Need to pick dates for Lemonade in the Parks – raise awareness of Rec Board, but should also promote additional events (times below are tentative):
 - Grange – June 21 4-6 pm
 - Lone Lane – July 14 10-12 pm
 - Breinigsville – Aug 22 6-8 pm
- Basketball – don't have someone to run this at this point, may have a broken hoop at Jaindl. Lynn asked Dave to reach out to people to get volunteers
- Starting to get movies in the park sponsors. June - Andrea noted there are multiple school carnivals that night, so attendance might be lower.

Unfinished Business

- **Photo Scavenger Hunt Issue briefing** – Andrew weighed in and suggested minor changes. All agreed that the changes made sense and should be incorporated. Andrea motioned to submit the previously approved proposal to BOS with suggested amendments. Karla seconded. Votes: In Favor – Karla, April, Katie, Andrea. Opposed – None. Abstain - Bret
- **Rec Board Vacancies (two)** – Richard "Wes" Schlauch, Alicia Cunic attended. Everyone agreed they would be valuable additions. April motioned to recommend to the BOS to approve Wes and Alicia as new board members to fill the 2 open vacancies. Bret Seconded. In favor: Andrea, Bret, Katie, April, Karla; Opposed: None
- **Farmers' Market bid specifications** – Darren provided edits around location requirements.

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We will specify the location to be in the Northeast corner of the park near the proposed Recreation Center site, approx. 420ft x 85ft. Andrew suggested adding language that identifies the examples of what is included. "Foodstuffs" is one word – definition: a substance used or capable of being used as nutriment. We will also include "direct marketing sales/network marketing sales" with examples. We will also specify that community programming is permitted as long as there is no additional cost to the community.

- **New Recreational programs follow up:**
 - **Safe Sitter** – approved. Lynn is working with Delia to set dates. We will promote.
 - **DIY Workshops (info previously emailed to board)** – still working to get additional information on this; would like to understand what is most popular, what is recommended, and what the pricing would be
- **Bylaws update** – Need to make sure they are closely followed. Motions and names should have names attached. Bylaw amendments require roll-call vote with all being present. Bret commented that we should be more specific with "good cause" absences and stress the importance of regular attendance. We need to find out from Bob Ibach what the appropriate options are for by-laws voting. If an issue comes to the BOS that is overly complicated, or there are questions on, it will be tabled until the next month so there is time for review. Andrea suggested that a supervisor should be in attendance to minimize confusion. Lynn will ask Bob Ibach if email is appropriate for roll-call vote.
- **Friends Donation Projects/Structure** – Lynn is working with Chuck to get a meeting set up. Chuck needs to call reorganizational meeting, need to vote on chairperson (and other roles), need to review/reapprove by-laws (all current members must be presents). Jim Brunell, Kathy Rader, Chuck Thomas, April Navarro are current members.
- **Giveaways, display purchases** –Need to let Lynn know if we want township to purchase items, or if we want to donate from Friends. Lynn will also send proposed t-shirt design to board. – carried over from last meeting
- **Tree Donation** – no discussion - need more information from Sean. – carried over from last meeting

New Business

- **Capital Campaign** – Discussed the two companies and various pros and cons. Bret motioned to approve Convergent to manage the Capital Campaign Feasibility Study, and assuming a positive result, continued support to manage the Capital Campaign; Karla seconded. In Favor – Karla, Bret, Katie, Andrea. Opposed – None. Abstain – April (lack of information).
- **April brought up Amazon Smile.** Katie indicated Friends is already available on this. We need to find a way to advertise this.
- **Giant Bags to Benches** – April will research how to get on the list of organizations to receive a donated bench
- Andrea suggested having a running list of volunteers for people who help with programs.

Other Business –

- Independent Park Community Center rental update –
 - March 2018 - 7 bookings - \$3850 (one no charge – PSAT training)

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- March 2017 – 7 bookings - \$4030
- Upper Macungie Township Recreation fund balance - \$1,502,196.88
- Friends of Upper Macungie Parks and Recreation, Inc. fund balance – \$24,611.79
- **Park and Grant updates** – None; Lynn will reach out to Jason
- **Chairman updates** – None

Public Comment – None

ADJOURNMENT

A motion was made at 10:01PM by Katie and seconded by Bret to adjourn the meeting, and all were in agreement. May's meeting will be held on 5/17 at 7pm.

Katie Shade, Chairman

UMT Parks and Recreation Board