Genoa Township Parks Advisory Board

Meeting Minutes

Date: April 20, 2016

Re: Special Session/Genoa Township Bicentennial

Members present:	David Blair (Chair) Dorothy Driskell (Vice Chair) Jennifer Kovach (Secretary) Mark Harmon Diana Howell Jan Wise Molly McHale Michael Reed
Members absent:	Amy Barr Phil Johnson
Others Present:	Ron Keil (Staff) Frank Dantonio (Trustee)

Call meeting to order at 7:03 by Chairperson

1. Dave announced that a patriotic "celebration" will be the focus of the bicentennial.
2. Dave expressed the need to establish bicentennial organization.
   a. Volunteer list/schedule for volunteer s
   b. Brief start time of the event discussion (2 or 3pm?)
   c. Accounting ledger (excel)
   d. Park layout for the event/parking
   e. Establish committees
3. Trustee comments from Frank.
   a. Shared graphic design ideas for the signs: report back with preferred draft
   b. Ad in Genoa Twp. newsletter: volunteers needed for bicentennial
   c. Readdressed: Dave to send letter to the trustees asking for staff support
   d. Horse carriage ride contact available: report back with confirmation
   e. Suggestion: Chair member to present estimated budget for bicentennial at Trustees meeting
4. Dorothy contacted the historical society. They are onboard to provide historical pictures. Respond with easel accessibility (rent easels?) and time frame. Vendor committee will research tent rentals.
5. Break into committees
   a. Volunteers/games: Dave, Diana, Jan
   b. Vendors/food: Jennifer, Molly, Phil, Dorothy
   c. Events/planning/time capsule: Michael, Mark, Amy
6. Advertising: Ron and staff
7. Michael will build an excel sheet.
8. Regroup and review committee tasks until next meeting.
   a. Create volunteer lists and contacts

b. Notify staff of needs
c. Create schedule/map of event
d. Contact vendors: food trucks, ice cream truck, DJ to serve as the MC of the event, and tent rental
e. New ideas: pie bake off and dunk tank

9. Closing: Next meeting in two weeks will include follow up

Adjourned meeting at 8:35pm.