

**Parks & Recreation Authority
Meeting Agenda
October 24th, 2023
6:30pm**

- I. Call to order
- II. Approval of minutes from September
- III. Old Business
 - a. Debrief – Concert Series
 - b. Debrief – Valley Day cancellation
 - i. Every Sponsor with monetary donations received a phone call or a letter with 3 options:
 - 1. Option 1 – Refund of money
 - 2. Option 2 – Put toward Childrens holiday party
 - 3. Option 3 – Put it towards 2024 Valley Day
- IV. New Business
 - a. Holiday party 3-5pm
 - i. Caricaturists X 4 booked – Need Contract, W9, Liability Insurance.
 - ii. 2 Clowns – Balloon animals – Need Contract, W9, Liability Insurance.
 - iii. Santa?? Contact Westwood Fire. – Chief McWilliams
 - iv. Contact WaWa – For Beverages, Water, Soda, Juice
 - v. Candy
 - vi. Contact Herr's – For snacks
 - vii. Harry's Hot dogs - 400
 - viii. Re-use Valley day raffle items. – Name and phone number
 - 1. Coatesville Country Club – Gift Certificate
 - 2. Lione's X 4 – (\$25 each)
 - 3. Little Chef X 2 (\$20 & \$25)
 - 4. Bowling Palace – 2 hours of bowling
 - 5. The Record - \$50 Gift Certificate
 - 6. D&Y Perry Dezines - \$50
 - 7. Bakers of Buffington - \$30
 - 8. Urban Air – 4 passes

- 9. Giant gift card \$50
 - 10. Coatesville Flower Shop X 2 (\$25)
 - 11. I do! Invitations - \$25 gift certificate
 - 12. 6ABC – Hats, mugs, Lunch box, Mouse pad. (x2 baskets)
 - ix. Food in Conference room, crafts in hallway
 - 1. Crafts – Count and inventory
 - a. Sand Art
 - b. Picture Frames
 - c. Scratch art
 - d. Ornaments
 - x. For Children's gifts –
 - 1. \$50 Gift Cards for kids – X6
 - 2. Possibly get sponsors for Bikes?
 - b. Raffle Items – Earlier this year for Valley Day. Sponsor letters.
- V. Announcements/Questions/Concerns
- VI. Adjournment – Next Meeting 11/28/23 6:30pm