

Borough of West Long Branch Recreation Commission

Meeting Minutes – Sept 11, 2023

Meeting Called to Order at 7:30pm

Mission: Our mission as the Rec. Commission is to provide our community with various activities and events for residents of all ages.

Events:

Yoga in the Park – Continues to be a success. Average 15 people per class.

Chair Exercise- Every Thursday at the CC from 11:00-12:00. Classes start July 6th. Avg Attendance 10 Participants

Bocce- Chris Neyhart

Upcoming Events:

Movie Night – Friday, September 23 – Chair – Alex LaSalle

Reserved CC

Contact Versatile Entertainment

Fill out a PO request for movie company and refreshments

Decide on Movie

Need trailer

Who will be volunteering?

What time will event staff be arriving

Port-a-john- Gloria emailed

Fall Festival – October 15th 12:00-4:00

Lorriane, Matt, Jim and Debbie took inventory of the fall decorations in the shed. Looked over all the scarecrows and threw away some and Lorriane fixed some. We have a total of 118 to use from last year. We will buy 36 more, if they are available.

Pick up supplies from Gasko's on Thursday morning September 28 (decorate Oct 1, 1:00pm) will talk about logistics.

Franklin Lake Banners- September 29 (DPW)
Put up Fall Flags September 30 (DPW)
Tequila Rose Band will be playing at Fall Festival

Alyssa Trocchia and Gina Neyhart – Vendor Chairs

Fall Festival Budget
Acct#: 0-01-28-370-000-296

TimeLine and Cost:

Mid August – Reserve Inflatables (Party Perfect Rentals) DR

Corn Maze/Pumpkin Bounce House/Hatchet Throwing/Apple Bobbing/ Apple Grapple

Need generators

Contact Lori for Cert. of Insurance

WLB Community Alliance donates (PBA)

knott@westlongbranch.org

Rob Knott PBA 141 President

Book Band – Tequila Rose LS

Contact Frank Nobel about bows (164) - DR

Send out Vendor Flyer - DN/AT

Submit outdoor usage form to Shore for parking lot

Contact vendors- New policy for food vendors. They need to go through
Monmouth County for a permit.

Reserve Tractors-Feddie-done

Pony Rides, located on Throckmorton, 3 ponies.

4hrs \$1,600/3 hrs \$1,200- Bill Miloius, 732-492-4446

Fill out ALL PO request forms:- DR

Party Perfect Rentals

Port-a-john 4 reg/2 HC

Band-Tequila Rose Band

Bubbles & Sudz- need 2 Clowns

Apple Juice Purchase

Delicious Orchards Donuts \$300.00 Sponsored by PBA
WLB Community Alliance donates (PBA)
(knott@westlongbranch.org)
Rob Knott PBA 141 President
Pony Ride/Petting Zoo

September – Meet with Police Chief, Emergency Management/DPW - DR
Re-design Flyer/Banner (out of advertising budget) - ER
Submit outdoor request form to use Shore Regional Parking Lot - DR
Contact Sarah for Cert. of Insurance - DR
Contact SAW – Jeff LaBush - DR- volunteers
Contact company to reserve port-a-john (not out of our budget)
Phone # 800-628-8955, customer ID 008180,
WLB acct to be charged, 0-01-26-310-000-198 - DR
Order all supplies from Gasko's Family Farm: - DR – See spread sheet
Contact PTA for Donuts Donations
(Rec Picks Up from Delicious Orchards)
Contact Foundation/ PTA for participation
Contact Bubbles & Sudz – DR -DONE we will be adding sand art and spin art

Touch-A-Truck Contacts All need certificate of insurance
Eosso Paving/Power Patch-
Monmouth Building Supply
EMT/Fire
Mazza

October - First week – put up banner/CC sign-NEED TO GET NEW DATE FOR BANNER
Oct 1st – decorate lake/gazebo

Second week – send out flyers

Day Before – Buy Apple Juice from Aldi

30 gals x

DPW Set up Stage

Morning of – Pick up Donuts from Delicious Orchards

DPW 15 tables/chairs/garbage cans

Set up pumpkin patch

CROP Walk – Lutheran Church will be holding their crop walk around the lake the morning of the Fall Festival. I encouraged them to have a table for food donations.

*** NO PARKING ON THROCKMORTON***

*** TOUCH A TRUCK STARTS AT LOCKWOODS HOUSE AND GOES TOWARDS LOCUST PARKED ON HOUSE SIDE OF THE STREET***

Trunk or Treat with PTA- Nicole Chambers is getting more information
Halloween Decorating Contest-

Lantern Walk – Friday, November 17

Filled out Fire Permit

Emailed Art Teacher at FAS, Christina Andreasi and Stella Monteleone at Saint Jerome's to see if they will be participating in the year's event

Christmas Tree Lighting- December 2

Spoke with Christmas Creations to schedule tree lighting

Need to check lights to see if we need to order more

Placed the garland order

Contacted Dan Brouwer to be Santa

Dennis Vaccaro Foundation Walk potential date, Memorial Day Weekend 25 or 26

Debbie looked up how to organize a 5K fundraiser

<https://www.raceentry.com/how-to-make-a-race-fundrasier>

Top 10 Tips for a Successful Fundraising Race

1. Select a Charity you are Passionate About
2. Start Early with your fundraising Efforts
3. Have specific mini goals that a single donation can solve

4. Be bold in requesting donations for your nonprofit
5. Contact everyone you know and everyone they know
6. Keep people updated on your progress and have a follow up system
7. Send a personalized Thank-you note to each donor
8. Take Advantage of Low Hanging fruit
9. Learn from experienced mentor and make your plans
10. Use powerful race fundraising software

Adjourned 8:22pm