UPPER FREDERICK TOWNSHIP Parks & Rec
April 21, 2026 - 7:00 PM

Agenda

- Call to Order
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Public Comment Period

MEETING MINUTES

- Approval of March 17, 2026, Meeting Minutes

BUSINESS BEFORE THE BOARD

- New Business

    - Movie on the Mountain with Lower Frederick Parks & Rec
        i. Is anyone able to represent us as part of their working group?
    - Yoga in the Park
        i. Updates?
        ii. Facebook ad, flyers to distribute?
    - Feasibility of constructing a weather-proof event sign/kiosk at Friendship Park
        i. Whose budget?
        ii. How soon could this be accomplished?
    - Other programming ideas for the near future:
        i. Some type of low-key monthly event at 6 or 6:15pm prior to P&R and BoS meeting?
        ii. Walk and talk?
        iii. Sip and stroll?
        iv. How to publicize
        v. Start in May? June?

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- <u>Old Business</u>
- Status reports for CD 2026
    - Sponsors
        i. Amount collected (or promised) and from whom
            - Did JS Beer and Sacks &Sons send money as promised?
        ii. Bake-Off gift cards
    - Amusements (obstacle course inflatable, rock wall, bungee/trampoline)
        i. Which are confirmed?
    - Hayride
    - Craft vendors
        i. Which are confirmed?
    - Food & drink vendors
        i. Ice cream vendor?
        ii. Coffee vendors?
        iii. Wine vendor (A'Dello)?
        iv. Food trucks?
        v. Did PVB send application?
    - Advertising
        i. Yard signs – see sample
        ii. Community and school events calendars
        iii. Flyers for distribution – see sample
        iv. Aaron – template for previous ads for newspapers or otherwise?
        v. When to advertise on Facebook
    - Band
        i. Communicating with PW about their needs
    - Money spent or allocated thus far

- Timeline overview for remaining CD 2026 preparations
    - May/June
        - Establish Bake-off theme, rules, entrance forms, advertising and other needs (ribbons, gift cards)
        - Confirm staging of band with Steve from PW
    - July/Aug
        - Contact previous bakers and prompt them to enter
        - Reminders to Preston's Pantry, PVB, UFFC (parking), PW (set up)
        - Gather logos for sponsors, create a banner via Canva, send to printer
        - Round up volunteers and decide upon a duty list
        - Advertise (various methods to be discussed)
        - Arrange hay wagon presence if not already
        - Bill L.: Rita's? Someone to serve? Family involvement? Face painting?
        - Assess table needs

        - Map of space to decide vendor set up locations
        - Arrange for port-a-potties and sink
        - What to give volunteers as a thank you gesture?
    - Early September
        - Plan what snacks to get for volunteers (popcorn, bars, ?)
        - Place yard signs
        - Purchase water for volunteers (need 2 more coolers)
        - Finalize "day of" assignments
        - Finalize layout of event with PW
        - More advertising?
            - Email schools about adding us to their calendars
        - Purchase supplies for Bake-off (including gift cards, if needed)
        - Print out Bake-off entrance forms that include ingredients, name of dessert, and entrance number (for voting purposes)
        - Establish and communicate to everyone day before and day of tasks

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UPCOMING MEETINGS

Planning Commission Board – 5/21/2026 at 7:00PM
Parks & Rec Board – 5/18/2026 at 7:00 pm
Open Space – 05/21/2026 at 7:00PM
BOS Workshop Meeting – 5/06/2026 at 7:00pm
BOS Business Meeting – 5/13/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment