UPPER FREDERICK TOWNSHIP Parks & Rec
August 18, 2026 - 7:00 PM

Agenda

- Call to Order
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Public Comment Period

MEETING MINUTES

- Approval of June 18, 2026, Meeting Minutes

BUSINESS BEFORE THE BOARD

- New Business
    - None

- Old Business

1. Community Day 2026:
    - Discuss layout and vendor needs
        - Provide vendor list (with needs and potential placement) to P&R board and volunteers (x3)
        - Volunteers (and P&R) can do a walk-through of the campus if needed
        - Provide campus map or display at meeting?
        - Go over list of vendor needs and fill in any gaps
        - Count number of tables (and chairs) needed for non-profits
    - Budget update
    - Advertising CD 2026
        - Distribute yard signs – one for each member, PW to place the remainder?
            - Placement early September

        - Distribute flyers
            - Post early September
        - Community/school calendars (by Tracy)
        - Town & Country (can Aaron handle this using Tracy's Canva ad?)
        - Digital sign (by Aaron)
        - Aaron to post CD (and Bake-off) announcement on Facebook
    - Vendor communication leading up to the event
        - Email (or call) vendors you have contacted (see sample emails provided earlier in the year)– 4 weeks and then 1-2 week in advance
    - Thank you banner for sponsors completed
    - "Moccia's Bucks" ready
        - For volunteers, Public Works, UFFC
    - Bake-off sign ready
    - Jeff S. with UFFC confirmed parking attendants' availability (for visitor parking) and reserved chairs for us (but did not answer as to how many chairs are available…..does St. Luke's have some we could borrow for under the band tent?)
    - Will send updated volunteer duty grid for next meeting so as to finalize and fill in any gaps

2. Other projects/programs
    - Yoga in the Park continuation
    - Walking meet-up group continuation (is this being advertised on FB?)
    - Any updates for Trunk or Treat? (Interest in some other low-key event? Or not…)
    - Who wants to take the lead for the tree lighting event in December?
        - Considerations:
            - Setting a date and time (may need input from Public Works)
            - Location: At pavilion vs inside (weather dependent)
            - Carolers?
            - Coordinate Santa arrival with UFFC
            - Fire pits?
            - Snacks/beverages:
                - S'more ingredients (or just marshmallows)
                - Hot beverage? (Hot cider?)

3. Movie on the Mountain (Lower Frederick event)

UPCOMING MEETINGS

Planning Commission Board – 9/17/2026 at 7:00pm
Parks & Rec Board – 9/15/2026 at 7:00pm
Open Space – 09/17/2026 at 7:00pm
BOS Workshop Meeting – 9/02/2026 at 7:00pm

BOS Business Meeting – 09/09/2026 at 7:00pm

ANNOUNCEMENTS

Adjournment