DINGMAN TOWNSHIP RECREATION COMMISSION

MEETING AGENDA

Wednesday, July 15, 2026 5:00 PM

1. Call to Order / Pledge of Allegiance

2. Approval of Minutes

- June 17, 2026 Recreation Commission Meeting Minutes

3. Old Business

A. Sponsorship Program

- Sponsorship outreach updates
- Sponsor recognition and social media spotlights

B. Social Media & Marketing

- Facebook, Instagram, and community outreach updates
- QR code for Recreation Commission information
- Community newsletter/email list discussion
- Event advertising updates

C. Recreation Commission Apparel

- Volunteer identification (shirts/name tags)
- Apparel design updates

4. New Business

A. Budget Update

- Remaining 2026 event budget
- Review of expenses to date
- Budget planning for upcoming events

B. July Events

- Event updates
- Volunteer assignments
- Ideas to improve future events
- Chalk Event Date Approvals

C. Movies in the Park

- June Movie Night recap
- Equipment improvements
- Three movie options for the next community survey
- Sponsor slideshow updates

D. Volunteer Program

- Volunteer sign-up sheet for leagues
- Volunteer job descriptions
- Event assignments and responsibilities
- Setup and cleanup assignments
- Concession stand assignments

E. Music in the Park – August 29, 2026

- Entertainment update
- DJ schedule
- Vendor recruitment
- Event timeline
- Concession stand operations

F. Vendor Program

- Review and approve vendor application
- Set vendor fee
- Begin advertising for vendors

G. Future Event Planning

- Senior events/activities ideas
- Harvest Festival planning
- Fall events
- Community engagement ideas

7. Board Member Comments / Public Comments

8. Adjournment

DINGMAN TOWNSHIP RECREATION COMMISSION

MEETING MINUTES: Wednesday, June 17, 2026 5:00 PM

1. Call to Order : Chairwoman Jennifer Dillon called the meeting to order at **4:55 PM**..

Present:

- Jennifer Dillon, Chairwoman
- Marsha Smith, Member
- Francesca Haarklau, Secretary

Absent: Vitoria Pizarro Ayala, Vice Chairwoman

2. Approval of Minutes

The Recreation Commission reviewed the **May 13, 2026 Recreation Commission Meeting Minutes**.

Motion: Marsha Smith
Second: Jennifer Dillon
Vote: Jennifer Dillon – Aye Marsha Smith – Aye
Motion carried.

3. Old Business

A. Sponsorship Program

Jennifer Dillon reported no new sponsorship updates. Marsha Smith reported she had distributed sponsorship information to several businesses but had not yet received any responses. The Commission reviewed the sponsorship packet, including the tax-deductible donation letter and thank-you letter printed on Recreation Commission letterhead.

Discussion included developing a yearly sponsor communication plan. Members agreed to prepare two sponsor mailings each year:

- A first-quarter letter following the holidays outlining goals and planned projects for the upcoming year.
- A year-end letter following the Harvest Festival summarizing accomplishments made possible through sponsorship support while thanking sponsors for their continued partnership.

Additional ideas included holiday cards, annual accomplishment summaries, and sponsorship renewal letters.

The Commission reviewed businesses previously contacted and current sponsors. Discussion was held regarding expanding sponsorship outreach by personally visiting larger businesses such as Flagship Cinemas, Lowe's, and Home Depot while continuing to prioritize local businesses throughout Dingman Township and Pennsylvania whenever possible.

Ideas for increasing sponsorship participation included raffle baskets and door prizes using donated items from local businesses during Recreation Commission events.

B. Social Media & Marketing

The Commission discussed expanding its digital presence through Facebook, Instagram, community pages, and other social media outlets.

Topics discussed included:

- Increasing sponsor recognition posts. -Creating Facebook events for all Recreation Commission activities. - Utilizing Facebook Stories and Reels. - Expanding outreach

through neighborhood and community Facebook pages - Exploring a future Recreation Commission email newsletter - Developing QR codes linking directly to Recreation Commission contact information - Posting flyers at libraries, churches, community bulletin boards, and local schools when classes resume.

The Commission acknowledged that Vice Chairwoman Vitoria Pizarro Ayala's marketing background may be beneficial in future promotional efforts.

C. Recreation Commission Technology

The Commission discussed transitioning toward digital record keeping through a shared Google Drive for agendas, meeting minutes, sponsorship documents, and event planning files. Additional discussion included scanning historical documents into electronic storage, reducing paper copies for meetings, and exploring future use of tablets or iPads during meetings. Jennifer Dillon expressed support for creating a shared document system for Commission members.

D. Recreation Commission Apparel

The Commission reviewed Recreation Commission T-shirt concepts.

Discussion included:

- Shirts for Commission members during events - Sponsorship opportunities to offset shirt costs - Name tags or other identification for volunteers and Commission members - Using shirts during sponsorship outreach.

Further discussion was tabled until the off-season.

4. New Business

A. Movies in the Park

The Commission reviewed the June Movie in the Park event and discussed lessons learned to improve future events.

Topics discussed included:

- Equipment setup and testing - Volunteer assignments - Event setup beginning at 6:30 PM.- Free concessions including popcorn, snacks, juice, and water - Township maintenance assistance with event equipment - Sponsor recognition slideshow before the movie.

Jennifer Dillon stated she would attend with her son but might not remain for the entire evening. The Commission agreed to continue utilizing Facebook and Instagram surveys for future movie selections and discussed offering three movie choices for the next community vote.

B. Volunteer Program

The Commission discussed creating a volunteer sign-up process for local leagues and community volunteers. Discussion included:

- Volunteer job descriptions.- Setup and cleanup assignments. - Concession stand duties. Parking and guest assistance. - Volunteer identification.

C. Cornhole Tournament

The Commission agreed to postpone the Cornhole Tournament until the 2027 season. Marsha Smith reported that her original contact was unable to construct the cornhole boards. The Commission agreed to contact Delaware Valley High School once school resumes to determine if students could construct boards for future Recreation Commission events.

D. Glow Party, Country Night & Harvest Festival

The Glow Party DJ has been secured.

The Commission reviewed DJ quotes for Country Night and Harvest Festival. One proposal had been received, and additional quotes are pending. Members agreed to obtain three proposals before making a recommendation to the Board of Supervisors and preferred utilizing a local DJ whenever possible.
Discussion also included inflatable attractions and additional entertainment options.

E. Vendor Program

The Commission discussed developing a standardized vendor application for all Recreation Commission events.
Marsha Smith volunteered to prepare a draft vendor application.
The Commission discussed establishing a vendor participation fee of **$25.00** and beginning vendor recruitment immediately for upcoming events.

F. Music in the Park

The Commission discussed planning for Music in the Park, including:

- Entertainment. -Vendor recruitment. - Budget considerations - Concession stand operations-Event schedule.

Members discussed creating more daytime events beginning around noon while continuing evening programming.

G. Future Event Planning

The Commission discussed additional event ideas including:

- Senior Movie Night. - Christmas in July. - Teen-focused events. - Halloween-themed movie night.- Community holiday events. - Car Show planning for October -Increased volunteer recruitment through schools and colleges.

Student internship opportunities were also discussed as a way to involve high school seniors and college students in Recreation Commission activities.

5. Correspondence: No correspondence was presented.

6. Board Member Comments / Public Comments

Board members discussed continued community engagement, improving volunteer participation, increasing sponsorship opportunities, and enhancing future Recreation Commission events.
No public comments were received.

7. Adjournment

There being no further business to come before the Recreation Commission, **Jennifer Dillon made a motion to adjourn the meeting.**
Motion: Jennifer Dillon
Second: Marsha Smith
Vote: Jennifer Dillon – Aye Marsha Smith – Aye
Motion carried.
The meeting adjourned at **6:05 PM**.

Respectfully submitted,

Francesca Haarklau
Recreation Secretary
Dingman Township Recreation Commission