

September 25, 2024
Recreation Commission Meeting Minutes

Attendance: Megan Taraszkiewicz, Lisa Subramanya, Arlan Feiles, Cathy Zavorskas, Melaina Conroy

Start: 6:10 pm

Matawan Day 2024

Cathy explained Vendor Load In for Day of Event. We plan to have staging taking place at the Train Station and hopefully having all vendors line up their cars according to their Zone and Space Number. This will allow for easier load in. Looking for all vendor to drop off and leave site to park their cars.

Staging area will begin at 8:00 am at the Train Station with 9:00 am being the first check in time.

This year we will have 156 vendors. We have room for 170 but need to allow room for cars to be able to drive through each zone.

We need as many volunteers as possible. Will accept even 2-hour shifts between the hours of 8 am – 6 pm. Megan & Lisa are available all day. Arlan is checking his schedule and will let us know.

Recreation Department Table needs to be staffed for the entire duration of the festival, 12 pm – 5pm. Last year table was cleaned up by 3:30 pm and that cannot happen this year. We need to check about Recreation Tablecloth, if not will purchase fall themed.

Signs needed for Matawan Day:

- Senior Exercise Class
- Ping Pong
- Turkey Trot
- Winter Lights Festival

Volunteer Meeting will be held next Wednesday, October 2nd at 6:00 pm. Weather permitting, part of the meeting will be outside to give visual explanation.

Matawan-Aberdeen Flag Football will be running Beer Pong Game.

We have 25 Teen Volunteers from Hi-Tech High School and MRHS to help the day of the event.

Chalking for vendor spaces will take place on Friday, October 4th at 3:00 pm.

There will be an After Party at Maloney's on Main Street. Everyone is welcome to attend. Tent area will be our designated area, everyone will pay their own way for drinks/food.

Fall Decorating on Main Street

Volunteers needed to plant Fall Flowers in pots on Main Street. Weather permitting this will be taking place on Thursday, September 26th from 1:00 pm – 3:00 pm. Megan volunteered to help from 1:00 pm – 2:00 pm. There are 12 pots in total.

We are also considering corn stalks on lamp posts.

Halloween 2024

Event was moved to Friday, October 25th due to Matawan Police PBA Fundraiser taking place on Saturday, October 26th. Time on Friday will be from 4:30 pm – 8:30 pm.

Activities: 4:30 pm – 6:30 pm

- Multiple craft Make & Takes have already been purchased
- Kids will do a Costume Parade
- Games: 2 Halloween themed Mini Golf courses & Corn Hole
- 2 blow ups for day of event. Maze & obstacle course

Movie: 6:30 pm – 8:30 pm, “The Goonies” will be shown.

Decorations were purchased for event. Multiple Halloween colored lights, Witch Hats for trees, ghosts and large spider web.

We will have goody bags with candy and for kids to put their make and take craft in. Kids will receive a stamp once they get their goody bag.

Discussed having two food trucks on site since event will be taking place during dinner hours. Would like 1 specialized & 1 with more kid friendly food such as burgers & hot dogs. Cathy will check Matawan Day food vendor list.

Turkey Trot 2024

Cathy went over some questions from Elite Racing that were sent via email.

Elite charges \$3.00 per person and with a shirt price of \$12-\$13 per person, we will need to go up approximately \$5 on registration price. We will check local races for average race prices.

Race route is the same as it was for the Shark 5K this past Summer.

Winter Lights Festival 2024

Megan, Arlan & Lisa can volunteer for this event.

Cathy is working on Mr. & Mrs. Claus for this event. Received a recommendation through Eddie Holland.

Arlan discussed having other cultures represented. Poor turnout last year for Menorah Lighting.

Hannukah is late this year, starting on 12/25. Possibly having light ups in the trees, ex. Menorah or attaching them to the truss on the stage. “Peace on Earth” banner was discussed and will be researched.

Lisa mentioned possibly having an International Tree.

Banner with different holiday sayings could possibly be the backdrop for the stage

Christmas Activities:

- Marshmallow & S’mores pits
- Blow ups
- Make & Take crafts (would like to include Hannukah & Kwanza crafts)

Arlan mentioned having a Dreidel game for kids to play.

Discussion on different Kids characters for the event. It has been Mickey & Minnie Mouse for the last few years. We will look into different options.

Miscellaneous

Edmunds Registration Program: This is a 6–9 month project. It will include summer camp registration, senior programs, room and field requests. We will be limiting room & field requests to 3 months at a time. Organizations will not be able to reserve for the year.

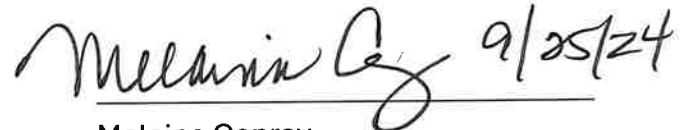
Fall/Winter Banner: Will be going up soon. It will include Halloween, Turkey Trot, PBA Octoberfest and Winter Lights Festival. Will possibly be including the Washington Fire Co. Santa Pancake Breakfast.

Commission Sweatshirts: Sizes are still needed

Committee Expansion: Cathy mentioned expanding the Commission. Mayor can make recommendations, possibly add 2 more members

Meeting End: 7:35 pm

Respectfully submitted,

A handwritten signature in black ink, reading "Melaina Conroy" followed by the date "9/25/24". The signature is written in a cursive, flowing style.

Melaina Conroy
Recreation Assistant