

Lower Gwynedd Township
Parks & Recreation Board

November 10, 2025
Meeting Minutes

1. Call to Order: Meeting was called to order at 6:00 pm by Chair Morris
2. Public Comment: No public comment.
3. Consideration of October 21, 2025, Meeting Minutes: The minutes were approved as presented.
4. New Roles
 - Mimi Gleason announces that Sandi is no longer with the township and introduces John Farrell as the new point of contact.
 - Mimi Gleason announces Kayla Smith is expanding her role as Program Coordinator.
 - Mimi Gleason mentions the advertising for Sandi's replacement, the new title being program director.
5. Contracts and Event Planning
 - Kayla Smith explains the concept of a calendar for events and a communication plan.
 - It is suggested starting with John for contract-related inquiries.
 - Ms. Martin emphasizes the importance of confirming payments to bands and other vendors for upcoming summer concerts.
 - Members discuss the need for a communication timeline for events, including concerts and other activities.
6. Event Calendar and Communication Strategy
 - Kayla Smith explains the concept of a calendar for events and a communication plan.
 - i. There will be a survey submission form for event details and the importance of timely information.
 - Ms. Cormier asks about the process for email blasts and newsletter.

- Kayla Smith explains the E newsletter schedule and the need for information from all departments.
- Members suggest adding the dates and QR codes to the newsletters.

7. Park Improvements and Monitoring

- Ms. Martin suggests brainstorming park improvements and attendances.
- Mr. Hellerman mentions the need for more bathrooms and dog poop bags in parks.
- Mimi Gleason asks for feedback on park usage and resource allocation.

8. Event Coordination and Logistics

- Members discuss a potential Tree lightening event.
- Mimi Gleason and Ms. Martin discuss the feasibility of a tree lighting event at the township building.
- Morgan High proposes a small test event to gauge interest and logistics.

9. Movie Night and Concert Planning

- Insights from Whitpain's movie night experience are shared, suggesting October as a good time for a movie night.
- Members discuss the logistics of a drive-in movie night and the need for better equipment.
- It is suggested we use Kona for a program and have Mr. Softee as a food truck vendor for movie nights and concerts.

10. Website

- Members emphasize the importance of having a clear and updated website for event information, suggesting updating the township website to include more information about parks and events.

11. Meeting Schedule

- Ms. Morris mentions the need to adjust meeting November dates due to the Board of Supervisors' schedule.
- Mimi Gleason and Ms. Morris work together to find a date.

Next Meeting: January 20, 2026