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# RECREATION DIVISION MEETING

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Location: PRC Headquarters (Downstairs Conference Room)

Date: April 8, 2026

Time: 2:00 pm – 3:00 pm

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## AGENDA:

- I. Contracts – Heidi
  - a. Update on Contracts & Terms and Conditions
  
- II. Marketing – Deslyn/ Laurie
  - a. Upcoming programs/events
  
- III. Recreation Division – Kevin
  - a. Kyle Peterson
  - b. Joan Hernandez
  - c. Brianna
  - d. VJ
  - e. Dom Gangemi / Kensico
  
- IV. New Business
  - a. Kensico – summer seasonal staff
  - b. Site Meetings with promoters

# Meeting Minutes

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**Location:** 1<sup>st</sup> Floor Conference Room

**Date:** April 8, 2026

**Time:** 2:00 p.m.

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## Attendance

Kevin Cook, Domenic Gangemi, Joan Hernandez, Kyle Peterson, Brianna Webb, VJ Collins, Deslyn Martirano, Heidi Schwalbach

## Agenda Items

1. Contracts (Heidi Schwalbach) – Festival contracts have all been mailed to the promoters. In progress are Westchester Magazine (Food & Wine week), SPCA and River Fest Music Festival.
2. Marketing (Deslyn) – Working ethnic festival flyers. Completed projects – Vendor Village, Summer Concerts & Movies at Kensico plus digitals for the outdoor boards are Kensico.
3. Recreation –
  - (Kyle) – Reported the PRC Youth Basketball tournament held in March was successful. Working on the World Cup viewing party, which is scheduled for July 19 at Kensico Dam.
  - (Joan) – Gave updates on upcoming programs; Bike Sundays, Food Truck Festival and Asian festival.
  - (Brianna) – First week back from maternity leave. Checking in with promoters for Salute to Seniors, River Fest Music Festival and the golf pro's for summer golf camp.
  - (VJ) – Continued booking entertainments for Sundaes in the Park program and started registration for Puppy Yoga event on May 30<sup>th</sup>.
  - (Dom/Kensico) – Provided update on the park and on-going projects. Mulch and flower deliveries are scheduled for May.

## New Business – Kevin

- Summer staff paperwork for camps and Kensico Park.
- Start booking on site meetings/walk thrus with event & program promoters