

**Parkwood Garden Club – Membership Report**  
**November 8, 2014**  
**Prepared by Katy Mallory**

Items to discuss:

- Membership Drive statistics (Steve to share likely as part of his report)
  - # of families opted in
- Block Party Recap (see appendix)
  - More than 120 folks RSVPed “yes”
  - Great anecdotal feedback (“best party yet,” “the reason I love this neighborhood, etc.”)
  - Membership chair open to suggestions on what we need to tweak for next year’s party (see appendix for party hostesses’ suggestions for next year)
- Winter Party
  - When we need to start planning
  - Usual timing (February?)
  - Whether or not anyone has come forward offering to host
- Parkwood Directory
  - Timing for cover needing to be ready
  - Ideal print ready date
  - Specs for back cover advertisement (proposed sponsor: Carter & Associates Realtors)
  - Note: Andy and Becky Vocaire have volunteered to help input membership form information and put together directory
- Facebook group openness:
  - Loud and clear that majority of neighborhood (even paying members) feel it should be open to the entire neighborhood
  - No matter what, recommendation is we close the group to only the neighborhood for privacy reasons
  - Question for group: how to keep it as just neighbors (versus anyone) without creating much administrative work?
- Welcome letter (see appendix)
  - (Katy still needs to review current letter – but at least we have a copy now!)

## APPENDIX

Current PCG Welcome Letter:

Parkwood Garden Club, Inc.  
Post Office Box 3472  
Decatur, GA 30031-3472

25 October 2014

Dear Daphne and Tom,

On behalf of the Board of Directors of the Parkwood Garden Club (PGC), welcome to our neighborhood! I know you're excited about your new home, and I am delighted to welcome you and your family to our community. I hope you'll enjoy living here as much as my family and I have enjoyed living on East Parkwood Road for the past 26 years.

The PGC is a neighborhood association that was established in 1952. We exist primarily to preserve and maintain the three acres of stream property located between East and West Parkwood Roads; however, we also work together to promote neighborhood safety and beautification, and we host several social events during the year. As new neighbors, your membership in the PGC is complimentary for the remainder of 2014. We look forward to your involvement as soon as you are ready!

Please visit our website to learn more about us: <http://parkwoodgardenclub.com>. We also recommend you join Nation of Neighbors to be kept informed of any emergencies, crime, lost animals, etc. Follow these steps to join NoN:

Visit the Nation of Neighbors Website: <http://www.nationofneighbors.com/> Click the 'Sign up' tab; fill in the on-line form, and click 'Register.' An email will be sent to you confirming your registration. Open the email and follow the link to log in.

Activity on Nation of Neighbors is centered on Community Groups, and there is a list of local Community Groups you can join, including 'Parkwood Park.' To join this Group, click the link to visit the Parkwood Park home page; then select the 'Join This Group' tab near the top. This will take you to the 'Welcome Home Page.' Check 'Join This Community' and 'Save Changes.' You should now be on the 'Parkwood Park' page where you can set your preferences.

Again, welcome to our neighborhood!

Warm regards,

Neighborhood Care

## FALL PARTY RECAP

Here are some notes regarding our preparation and planning of the 2014 Fall Block Party – feel free to reach out to either of us with any questions.

-Robin Shetler  
404-493-0956  
[robinshetler@gmail.com](mailto:robinshetler@gmail.com)

-Lindsey Horton  
404-545-0312  
[Lhorton27@gmail.com](mailto:Lhorton27@gmail.com)

### **PREPARATION**

**Barricades/Permit** – In order to obtain a block party permit, you will need to download and complete a Block Party Permit Application from the City of Decatur website: <http://www.decaturga.com/index.aspx?page=714>. Rules regarding block parties are also listed on this website. We were unable to submit online so had to email the form directly to Police Captain David Hipple ([David.Hipple@decaturga.com](mailto:David.Hipple@decaturga.com)). Once you have a permit, you can contact Tony Kemp (Engineering Department) at [404-557-3671](tel:404-557-3671) to check on the availability of barricades or traffic cones, and to arrange delivery. They will typically deliver one day before the party and pick up one day after. We blocked off Upland Road from East Parkwood to Parkwood Lane.

**Fire Truck** – Contact the fire chief, explain that we're having our block party, and ask if a truck can come by. They came around 4 pm this year. We suggest asking if they can come later next year (e.g., 5 pm) so people are there and food is out (and firefighters can get a meal out of it too.)

**Emails** – We have attached draft text for each of the following emails from 2014:

1. Save the Date – (We also used this email to get volunteers for the butt cook-off and to let people know about new activities...costume parade & cake walk.)
2. Evite
3. Additional Activities Detail Email

### **FOOD**

**BBQ (for the BBQ cook off)** – We purchased 7 butts that were approximately 5 – 6 pounds each. I recommend the Publix in Toco Hills – if you call ahead, they will have them ready. We picked up the butts on Wednesday afternoon and distributed them Wednesday and Thursday as most people needed a few days to brine, prep, etc. We purchased extra buns because we expected people to make sandwiches – you don't need them.

**Burgers/Hot Dogs/Buns** – We purchased 36 burgers and 32 beef hot dogs – we only cooked half of that and there were leftovers. We purchased these in case there were people who didn't eat pork however, there were so many sides that we really didn't need them. Would seriously consider adding one more butt or buying larger butts and nixing the burgers/dogs next year.

**Drinks** – We purchased one 12-pack each of Coke, Diet Coke, Sprite, 36 bottles of water and three 10-packs of Capri Suns. The water and juice were all gone – there were a number of kids looking for more of each. Most of the soft drinks were left untouched. From what we understand, this was the case last year as well so perhaps consider skipping the soft drinks and purchasing more juice/water (or perhaps even a few 12-packs of beer?) next year.

**Other food** – In our email communications, we asked everyone to bring a side or dessert to share. You could consider distributing this by last name (A-G bring side, H-M bring dessert, N-Z bring drinks) or something? But it turned out fine without specifying – there was plenty of food to go around!

## **Supplies**

**Bubbles/Chalk** – We purchased two packs of Halloween bubbles (20 each), one pack of chalk, and had some leftover. These will be stored in the Parkwood Garden Club storage bin at Katy and Dan Mallory's home. Please contact Katy at [katy.mallory@gmail.com](mailto:katy.mallory@gmail.com) to arrange pick-up.

**Candy Corns** – Decoration isn't really necessary for this party but we decided to purchase 3 bags of candy corn to put in plastic cups on the tables. This was actually a big hit! We didn't have any leftover and it helped to hold the tablecloths down when wind was blowing. We would recommend this as an easy and cheap way to bring some Halloween flare to the party!

**Tablecloths** – We purchased 12 tablecloths for the party this year based on previous institutional memory regarding # of tables. This was too many. The Garden Club has 3 large rectangle tables that are perfect for serving food. In addition, we asked around for neighbors to bring card tables, etc...ended up with 10 total. The plastic tablecloths made clean-up easy and again added some Halloween décor to the party (we did orange, purple & green) but you could also borrow tablecloths from neighbors who are willing to wash afterwards.

**Plates/Napkins/Flatware** - We had some napkins and flatware in Garden Club tub (leftovers from previous parties). We purchased enough plates for 125 people (based on RSVPs) and this turned out fine. Would recommend checking the storage bin at Katy and Dan Mallory's home to see what paper goods are leftover before purchasing.

**Tables and Chairs** – The Garden Club tables (3) and chairs (lots!) are now being stored at the Kaegis' house (133 Upland Road). We also asked around for additional card tables to be used for people to eat on during the party. We used 3 of the long tables for the food but honestly could have used a fourth or fifth (we ran out of room & had to put the desserts on other tables).

## **ACTIVITES**

**Costume Parade** – We asked kids to dress in costume and bring bikes/scooters/wagons decorated if they wanted for the parade. The kids loved the parade – we had them walk around Wimberly court and back down to Upland. Perhaps look at making a bigger deal next year (have them line up at E Parkwood, walk down Upland, and around the culdesac?). Brad Kaegi has also offered to set up an amplifier/ sound system next year. We would highly recommend this as you could have louder music playing for the parade (we just carried an iPod speaker as we walked) and could perhaps have him bring a microphone to help with announcements regarding parade, food, fire truck, cake walk, etc.

**Cake Walk** – The cake walk was also a blast! We asked people to bring cakes – we also provided 5 extras to make sure there were enough. In future, I would suggest asking for volunteers (similar to the BBQ cookoff) who want to bring cakes just so you know what to expect. We had no idea if we would have 5 cakes or 25. It turned out great but just a thought. Someone also suggested a growler walk for the adults next year – might want to consider that?!

**BBQ Cook-Off** - We numbered each tray of BBQ 1-7 and put out pieces of paper and pens for people to vote for their favorite. This worked well, although some trays ran out quickly so not everyone was able to taste each butt. Perhaps if you did larger (10 lb) butts, there would be enough for everyone to taste. We thought about creating some sort of trophy that could be passed around from year-to-year but didn't end up with enough funds. If you are able to save elsewhere, this could be a fun addition!

### **Cost Breakdown**

Pork – 141.08

Hot Dogs – 10.50

Hot Dog Buns – 3.24

Burgers – 13.98

Burger Buns – 4.36

Cheese – 6.29

Buns for Pork – 5.45

Condiments (Ketchup, Mustard, Pickles) – 7.33

Charcoal (for burgers and hot dogs) – 5.57

Coke/Sprite/Diet Coke – 14.97

Water- 5.99

Juice – 8.97

Ice – 7.38

Roaster Pans for Pork and Burgers – 26.90

Tablecloths

Plates

Bubbles

Chalk

Candy Corns

**Fire Truck Email**

Ms. Washington,

We are hosting our neighborhood block party on Sunday, October 26, 2014 from 4 – 7 pm and would like to inquire about the possibility of having a fire truck there for the kids. It's been the highlight of the party in years past!

The party will take place on Upland drive between East Parkwood and Wimberly Court; typically the trucks have parked along Wimberly Court or on Upland. (We have filed the block party paperwork with the City of Decatur and will have the street barricaded during the party.)

Please let me know if you need additional information or if you have any questions.

Thank you in advance!

-Robin Shetler

404-493-0956

**Save the Date: Parkwood Garden Club Fall Party – sent 6 weeks out:**

Parkwood Neighbors!

Save the date for our annual Fall Block Party! This year's party will be held on **Sunday, October 26 from 4 – 7 pm**. Bring the family and a covered side dish or dessert to share – entrees and soft drinks will be provided by the Parkwood Garden Club.

In addition to the City of Decatur fire truck and regular festivities, this year we're adding a costume and bike parade, a cake-walk and a BBQ Cook-Off!

Parents, start brainstorming with your kiddos for costume and bike/scooter/wagon decorating ideas! We will parade together as a group at 4:30pm, enjoying an early kick-off to Halloween. All are welcome to participate and no registration is necessary.

If you are interested in participating in the BBQ Cook-Off, please email Robin Shetler at [robinshetler@gmail.com](mailto:robinshetler@gmail.com) to register – we have a limited number of spots that will be filled on a first-come, first-serve basis. We will provide a 5-pound Boston butt and you will do the rest. Brine, season, smoke or grill – it's your call. Voting will take place and participants will battle it out for the title of official "2014 Parkwood BBQ Champion".

More details and a formal invitation to follow. Looking forward to seeing all of you at the Fall Block Party!

Your 2014 co-chairs,

Robin Shetler ([robinshetler@gmail.com](mailto:robinshetler@gmail.com)) and Lindsey Horton ([lhorton27@gmail.com](mailto:lhorton27@gmail.com))

**Evite Text – sent 3 weeks out**

Come enjoy an afternoon with your neighbors at the 2014 Parkwood Fall Block Party!

Bring the family and a side dish or dessert to share. Entrée (BBQ pork, burgers and hot dogs) and soft drinks will be provided. Activities will include the City of Decatur fire trucks, a costume and bike parade, and a cake-walk. Look for a separate email with details on the activities!

Looking forward to seeing you all there!

**Parkwood Garden Club Fall Party – Activity Specifics – sent 2 weeks out:**

Parkwood Neighbors,

We're excited to announce a few new activities to this year's Fall Block Party. Below are details on the new activities – we welcome children of all ages to participate!

**Costume and Bike Parade** – Pull out your best costume, your bicycle and those streamers. We invite children of all ages to decorate their bicycles, put on their costumes and get ready to parade around Wimberly Court. Spectators will line up at 4:30 and parade participants will strut their stuff around the cul-de-sac.

**Cake-walk** – Everything is better with cake, right? That's what we thought. Here's how the cake-walk works: numbered squares are laid out on a path, with the number of squares in the path equal to the number of participants. The participants walk around the path in time to music, which plays for a duration and then stops. A number is then called out, and the person standing on the square with that number picks out the cake of their choice. This continues until everyone has a cake! If this sounds like fun to you, bring your favorite cake to the party – homemade, store-bought, chocolate, vanilla... it doesn't matter, just don't get too attached to it because someone else may go home with your favorite cake!

**BBQ Cook Off** – Get ready to sample some of the South's best BBQ at our first annual Parkwood Garden Club BBQ Cook-Off. Your neighbors will brine, smoke and grill their hearts out and it's up to all of you to vote for your favorite! Be sure to cast your ballot as the 2014 Parkwood BBQ Champion will be crowned at end of the evening's festivities.

Let us know if you have any questions. Looking forward to seeing all of you there!

Your 2014 co-chairs,

Robin Shetler ([robinshetler@gmail.com](mailto:robinshetler@gmail.com)) and Lindsey Horton ([lhorton27@gmail.com](mailto:lhorton27@gmail.com))