

**Pelham SUMMERfest Committee
Meeting Notes
June 1, 2011, Council Chambers**

Members Present: Bea Clark, Todd Barber, Councillor Gary Accursi
 Cathy Berkhout Bosse (Tiger eye solutions)
 Town Staff: Vickie vanRavenswaay, Manager of Community Services
 Regrets: Councillor Catharine King, John Wink, Katie Thorpe, Leigh Atherton, David Watt (Zest), Paul Roode (Indulgence)

Agenda Item	Discussion	Person Responsible, Action and Due Date
Welcome	Vickie welcomed everyone to the meeting.	
Additions to the Agenda		
Business Arising from May 25 meeting	<ul style="list-style-type: none"> • Sobey's Sponsorship • Busker Contact – Magician \$450.00. The Committee did not make a decision - investigate other possibilities for buskers. • Follow up to Sponsorship Request Letters – Cathy proposed setting up a Fundraising Team immediately, she is willing to head the team. Possible members are – Mayor Dave, Joe Mergl, Gerry Berkhout, Don Marr and Larry Clark • Sponsorship acknowledgement/thankyou 	<ul style="list-style-type: none"> • Gary will drop off sponsorship forms to Ron at Sobey's • Bea will inquire at College for Busker leads • Cathy will contact proposed Fundraising Team and she plans on having a meeting prior to next Wednesday • Cathy will produce acknowledgement cards for donations
Promotion Update: Cathy Berkout	<ul style="list-style-type: none"> • Bryan Caporicci Photography Proposal – was accepted at a cost of \$500.00 and a sponsorship in kind. The following are the proposed 6 Video 	<ul style="list-style-type: none"> • Cathy will arrange for the Video Clips to be filmed next Thursday & Friday.

<p>Bosse</p>	<p>Clips. 1) Main Stage – Interview Gary & Lindsay Mills; XZone Ampfest – Katie & Ryan (MYAC); Kidszone – John Wink & Leah Ugilini; Food & Drink – Leigh, Paul, Patti; Active Lifestyle – Bea; Business Show Case – local businesses</p> <ul style="list-style-type: none"> • Sun Media Package will be discussed next meeting. • Street Banner will be installed Thursday or Friday • Beer Corral Meeting/AGCO – Todd updated the Committee on the meeting of May 25. He also informed the Committee on the possible changes to the Regulations for Festivals. The Committee discussed whether Todd should still pursue the structure. It was agreed the structure would add atmosphere and should be built. Todd informed the Committee Fonthill Lumber has agreed to build and donate the lumber, and possibly the picnic tables. • Fun Run/Walk Participation Form has been forwarded to Catherine and organizers for comment • Summerfest Swim Meet – Vickie confirmed the swim meet will take place on Saturday July 23 from 8am – 1pm. Cathy will produce promotion to be circulated to the swim teams participating. It was suggested that the food & beverage committee distribute a free lunch coupon to each swimmer enticing families to visit the festival. 	<ul style="list-style-type: none"> • Next meeting Sun Media Package discussed – Cathy • Town Staff arranging for installation of banner • AGCO Update on new regulations – Vickie • Todd will continue to pursue the construction of Beer Corral structure • Fun Run/Walk will be forwarded to Bea and Cathy • Swim Team promotion/invite – Cathy • Swimmer lunch coupon – Leigh, Food & Beverage Committee
<p>Vendor Applications</p>	<ul style="list-style-type: none"> • Big Bee fill water bottle free • Jean Bancroft, Bryan Caproicci & Maplecrest 	<ul style="list-style-type: none"> • Vickie will forward Bid Bee application to Food & Beverage

Received	Nursery school will have a childrens activity designing frames and Bryan will take a free photo of child with summerfest logo. Requested a sponsorship of \$2,500. The committee agreed with the amount of photos that could be taken during the day the sponsorship is worth \$1,000.00 (silver)	Committee <ul style="list-style-type: none"> • Cathy will inform Jean of decision Silver sponsor (in-kind)
Entertainment Update	<p>Gary presented the committee with an update on the main stage entertainment:</p> <ul style="list-style-type: none"> • Fonthill Music 12pm-1pm • Sandy Vine 1pm – 3pm • Zumba 3pm-3:30pm • Crazy Kunuck Kloggers 3:30 – 4pm • Lindsay Mills 4pm-5:30pm • AMP Fest Winner 5:30pm – 6pm • Gormans 6pm-7pm • Jean Cole 7:pm-8:30pm • Flatbroke 8:30pm – midnight <p>Complete covered stage with sound equipment and operators \$3,100.</p> <ul style="list-style-type: none"> • Vickie informed the committee we received a entertainment application a belly dancer for demonstrations. • It was suggested the Fire Department be involved by supplying a “Mist Area for cooling” 	<ul style="list-style-type: none"> • .Gary will firm up contracts • Gary will speak to Scott McLeod to see what the possibility would be for the Fire Dept. to be involved
Work Plan Schedules	<ul style="list-style-type: none"> • Vickie thanked Bea for supplying the worksheets and also reminded all lead members to fill in. 	<ul style="list-style-type: none"> • Vickie will keep masters up to date as received.
Other Business	<ul style="list-style-type: none"> • Washroom Facilities were discussed 	<ul style="list-style-type: none"> • Vickie will contact Public Health to

		get clarification on how many washrooms and hand wash stations are required.
Next Meeting	June 8 4:30pm-6:30pm	