

**Pelham SUMMERfest Committee
Meeting Notes
June 15, 2011, Council Chambers**

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

Agenda Item	Discussion	Person Responsible, Action and Due Date
Welcome	Vickie welcomed everyone to the meeting.	
Additions to the Agenda	No additions to the agenda	
Business Arising from June 15, meeting	<ul style="list-style-type: none"> • Special Occasion Permit Process Update: Vickie updated the Committee on the status of the SOP. The only application that had been received to extend their patio is Zest. Vickie requested Leigh to send out a reminder to Café on Main and Mossimos. • Fundraising Committee: Cathy updated the Committee on Fundraising efforts: Monies received <ul style="list-style-type: none"> - Town of Pelham \$5,000. - Pelham Art Festival \$1,250. - Todd Barber \$100. - RBC \$500. - Sobeys \$2,500. TOTAL \$9,350. 	<ul style="list-style-type: none"> • Leigh will contact Restaurants re: Patio Extension applications.

	<p>Monies Promised and not received:</p> <ul style="list-style-type: none"> - Mabo Construction \$100. - Meridian Credit Union \$1,200. - Dundee Wealth \$1,000. - Dr. Fritz \$500. - Zest \$500. & Indulgence \$500. =\$1,000. - PBA \$500. - Gary & Mall Accursi \$1,000. - Panda Chirop. \$100. - Shoppers Drug Mart \$2,500. - LaFarge \$5,000. <p>TOTAL Expected - \$12,900.</p>	
Unfinished Business	<ul style="list-style-type: none"> • Cathy presented the Astral Media Promotional Package, The Committee approved going with 105.7 and spending up to \$1,000.00 • Fun Run/Walk Bea updated the Committee on the status of the run/walk and overviewed the route • 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"> • Swim Meet – Leigh will meet with Food/Beverage vendors to determine how the lunch coupons will work. •
Vendor Applications Received	<ul style="list-style-type: none"> • The Committee reviewed the applications received from Vendors, the Committee looked at mapping layout. 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • The deadlines for Vendor applications is Friday June 17. The Committee will make final decisions on participation at the June 22 meeting. • 	
Entertainment Update	<ul style="list-style-type: none"> • Gary notified he had been contacted by a local company that supplies stage and sound systems. He received the quote from this local company and it was double the cost. • It was decided there was no time for the Kloggers therefore they would not be booked. 	<ul style="list-style-type: none"> • .Gary will firm up stage contract •
Signage	<ul style="list-style-type: none"> • Signage will be discussed at an upcoming meeting 	<ul style="list-style-type: none"> •
Other Business	<ul style="list-style-type: none"> • Identify possible parking areas 	<ul style="list-style-type: none"> • Vickie will forward parking areas to committee once formal confirmations are received.
Next Meeting	June 22 4:30pm-6:30pm	