

**Pelham SUMMERfest Committee
Meeting Notes
May 11, 2011, Town Hall**

Present: Bea Clark, Chair, Pelham Transportation Committee,
John Wink, Chair, Pelham Business Association,
Councillor Gary Accursi,
Town Staff: Vickie vanRavenswaay, Manager of Community Services,
Katie Thorpe, Community Services Coordinator,
Cathy Berkhout-Bosse
Regrets: Todd Barber, Chair, Downtown Beautification Committee,
Councillor Catharine King,

Agenda Item	Discussion	Person Responsible, Action and Due Date
Welcome	Vickie welcomed everyone to the meeting.	
Additions to the Agenda		
Adoption of Minutes of May 4, 2011		
Promotion Update: Cathy Berkout Bosse	<p>Cathy shared the website and logo with Committee. Committee agreed on the logo and the design of the website. Cathy distributed promotional material.</p> <ul style="list-style-type: none"> - Event Naming Opportunities, Sponsorship Levels, Pelham SummerFest 2011 Vendor Rules and Regulations and a mock up of a Summerfest Exhibitor Form. <p>List of Events to sponsor as potential sponsors.</p> <p>AMP Fest Katie announced to committee the Pelham Arts Festival donated \$1,250 to AMP Fest.</p> <p>Active/Children Events Meridian?</p> <p>Main Stage Sobey? Garry to speak with Ron.</p> <p>Committee agreed Event naming on a first come first serve basis for donors. Needs to be cash donation for naming rights. Discussion on who to target as sponsors. Stevensville, Sacco</p>	<p>Changes to be made to Event naming and Sponsorship levels to be done by Cathy and sent to committee</p> <ul style="list-style-type: none"> -Vickie to get contact information for contractors and Tim Horton's head office. -Katie to send Cathy Canada Day Booth Application form. -Cathy needs time blocking what is happening when where.

	<p>Construction, AECOM,</p> <ul style="list-style-type: none"> - Other sponsors Tim Hortons, LaFarge. - One Diamond Sponsor <p>Committee agreed that there is a need to create committee to ask businesses for donations.</p> <p>Committee discussed how vendors applied. Applications come into the Town Municipal Office and are juried.</p>	
Budget	<p>Setting price for vendors Any vendor within area-free Outside CIP Area pays \$250 Outside of Town pays \$500 Non food vendors pay \$100 With Electricity \$125 Discussion on whether non for profits pay for spot. Committee agreed that they need to pay for a spot if they would like to be apart of the festival.</p>	
Entertainment Update	<p>Gary Present committee with quotes on staging 20 by 24 stage, rain roof cover sound system plus tech's one \$3150 Schedule for Main Stage</p> <ul style="list-style-type: none"> - 12-1pm Fonthill music/dance <ul style="list-style-type: none"> - Zumba, Zumbatomic, Zumba Gold. 1pm-1:45pm Sandy and the Midnights- 1:45pm-3:30pm 5:30-6pm-Winners of AmpFest. 6-7pm Gormans 8:30-Close- Flat Broke BandShell AMP FEST 12:00-5:00pm? 	-Ask Fonthill Fitness if the have Zumbatomic or Zumba Gold instructors.
Other Business	<p>Todd connected with Molson they are willing to provide merchandise or product. Important to find a service club very soon who will run beer corral. Volunteer application form on website.</p>	<p>Vickie to contact service clubs and call a meeting. Katie to make list of potential tasks for volunteers.</p>
Next Meeting	May 18th 4:30pm-6:30pm	