

Pelham Summerfest 2016 Committee Meeting
April 13, 2016 – Council Chambers, 4:30 pm

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Shayla Metherall, Administrative Assistant. Recreation, Culture Wellness • Bill Gibson, PATC • Sofia Labricciosa, MYAC • Ana McKnight, Marketing & Communications Officer • Candy Ashbee, PBA • Matthew Leask, Pelham Resident • Michelle Stewart, Pelham Resident 	<p>In attendance:</p> <ul style="list-style-type: none"> • John Wink • Gary Accursi • Vickie vanRavenswaay • Sally Jaeger • Shayla Metherall • Bill Gibson • Sofia Labricciosa • Ana McKnight • Candy Ashbee • Michelle Stewart <p>Regrets:</p> <ul style="list-style-type: none"> • Matthew Leask 	
<p>1. Additions to the Agenda</p>	<ul style="list-style-type: none"> • Seniors Committee • Festivals and Events photo for Top 100 press release • Road Closures 	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Candy Ashbee Seconded: Sofia CARRIED</p>	
<p>3. Approval of Minutes – March 3, 2016</p>	<p>Minutes of March 3, 2016 approved as circulated</p>	<p>Shayla to forward to Clerk</p>

	Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED	
4. New Committee Member – Michelle Stewart	Michelle Stewart was introduced and welcomed as the newly appointed Pelham Resident rep on our Committee.	Sally to send relevant information to Michelle
5. Marketing & Promotion – Ana, Candy	Billboard has been updated with graphics Rack cards, magnets and car show brochure will be available at the Kinsmen Home Show. My Pelham to advertise callout for Summerfest Sponsors and Volunteers.	Candy and Ana to meet to discuss media content for My Pelham. Sally to create roles for volunteers to apply for
6. MYAC Update - Sofia	MYAC are not planning to put on a “battle of the bands” event. Committee will arrange youth focused band to play before the movie.	Gary to contact Revive the Rose to play Friday night prior to youth movie.
7. Update on rear access to 1440 Pelham Street – Gary	New owners of building at 22 Hwy 20 will consider allowing access to 1440 Pelham St via their property. Requested details in writing	Sally to compose letter. John to review & sign
8. YTV “The Zone” Filming at Summerfest - Sally	YTV “The Zone” proposing to film one day at Summerfest – very tentative at this time. Possible autograph session, virtual studio tour, swag as well	Sally to follow up with YTV to express Committee’s interest
9. River Lions Dance Pak - Sally	Proposal was discussed. No time available on stages but could perhaps tie into Pelham Minor Basketball tournament	Sally to follow up with River Lions Dance Pak
10. Labatt Update – John	Labatt on board again for 2016. Need to define their staff responsibilities. Will provide refrigerated trailer	Sally to follow up on ice suppliers
11. Come Alive Outside – John	Promotes healthy outdoor activities/lifestyles. John gave a brief summary of what Picton does – 150’ of sod on road with volunteer run activities – great idea but likely won’t fit at Summerfest this year – keep in mind for other events/years. TABLED.	

<p>12. Other Business: Road Closures:</p> <p>FEO Top 100 Award Photo</p> <p>Smart Serve Certifications:</p> <p>Bike Valet:</p> <p>Car show additional parking at</p>	<p>Due to safety regulations, Pelham St is required to be closed at 9:00 am on Friday. Will be presented to Council Apr 18. Committee’s goal is to give Pelham St. businesses as much notice as possible.</p> <p>John would like full Committee in photo – take picture at May 4 meeting – wear summery clothing, hats, sunglasses etc.</p> <p>Committee should be Smart Serve Certified.</p> <p>Bike Valet times confirmed, including addition on Sunday. Seniors Committee would like to have a presence on Saturday. Opportunity for them to man the Bike Valet on Saturday and use the Bike Valet Area for promotion.</p> <p>Additional parking at Fonthill Plaza for Corvette Club.</p>	<p>All Committee members</p> <p>Sally to contact Jake to arrange for Smart Serve course.</p> <p>Bill to talk to Seniors Committee about their availability.</p> <p>RCW staff to contact Fonthill Plaza merchants and management</p>
<p>13. Next Meeting:</p>	<p>Next Meeting: April 27, 2016 5:30 pm with Service Clubs</p>	<p>Shayla to set up weekly meetings after May 4.</p>
<p>14. Adjournment</p>	<p>Motion to adjourn: Bill Gibson Seconded Candy Ashbee</p>	