

**Pelham Summerfest 2014 Committee Meeting  
April 15, 2014 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – Councillor Gary Accursi</li> <li>• John Wink, Pelham Business Association</li> <li>• Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Jodi Hendriks, Culture &amp; Community Enhancement Programer</li> <li>• Natalie Stickle, 5 x5 Design Studio</li> <li>• Ryan Moffatt, MYAC</li> </ul>	<p>In Attendance:</p> <p>Gary Accursi John Wink Kathleen Goodman (left meeting at 6 pm) Vickie vanRavenswaay Sally Jaeger Jodi Hendriks (left meeting at 6 pm) Ryan Moffatt</p> <p>Regrets:</p> <p>Natalie Stickle</p>	
<p>1. Additions to the Agenda</p>	<p>Entertainment Sponsorship</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Kathleen Seconded by: Ryan CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of Nov 4/14 approved as circulated Moved by: Kathleen Seconded by: Ryan CARRIED</p>	<p>Sally to send to Clerk</p>

4. Election of New Committee Chair	John Wink acclaimed as Chair	
5. Critical Path Review	<p>The critical path was reviewed and items that have already been looked after noted. Items that need to be worked on immediately were identified</p> <ul style="list-style-type: none"> <li>• Sponsorship drive is underway. Committee members made suggestions for new contacts</li> <li>• Entertainment lineup is coming together. Committee agreed to promote local bands over those from outside of the Region. There is time for MYAC/youth involvement in Peace Park on Friday and Saturday evenings</li> <li>• Beer/wine – need to confirm Labatt commitment as last year and Henry of Pelham for wine supply</li> <li>• Need to set up meeting with Service Clubs re Saturday bar service</li> </ul>	<p>Committee members to forward any additional contacts to Kathleen</p> <p>Ryan to discuss with MYAC and bring ideas back to SF Committee John to contact</p> <p>Vickie to arrange</p>
6. Marketing & Communication	<p>Motion made to accept marketing plan as presented Moved by: Ryan Seconded by: John CARRIED</p> <p>Magnets – ask Natalie to get price on magnets; cut back on rack card numbers; what about the wrap?</p>	<p>Sally</p>
7. Downtown Electrical Installation	<p>\$5000 budget item in Capital Budget for power installation on east side of Pelham St. Committee agree that it would be good to resolve this issue now</p>	<p>Vickie to investigate further with electrician</p>
8. Photo Booth Proposal	<p>Niagara Inflatables now has a photo booth and have provided a quote - Keep in mind – look for additional sponsors</p>	
9. Other Business:	<p>Covered in Critical Path Review</p>	

<p>10. Next Meeting:</p>	<p>Tuesday, April 21, 4-6 pm                  Items for agenda: budget, Media &amp; Promotions (Natalie's attendance requested)</p>	<p>Sally to send invitations</p>
<p>11. Adjournment</p>	<p>Motion to adjourn meeting at 6:50 pm                  Moved by: Ryan                  Seconded: John                  CARRIED</p>	