

Pelham Summerfest 2013 Committee Meeting

April 17, 2013 – Council Chambers 4:30 pm

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – Bea Clark, Pelham Active Transportation Committee, Chair • Todd Barber, Chair, Downtown Beautification Committee • John Wink, Past Chair, Pelham Business Association • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Admin. Assistant, Recreation, Culture & Wellness • Regrets: Councillor Gary Accursi 	<p>In attendance:</p> <p>Todd Barber John Wink Sally Jaeger Vickie vanRavenswaay Bea Clark Kathleen Goodman</p> <p>Regrets: Gary Accursi</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: Kathleen Seconded by: Todd CARRIED</p>	

<p>3. Approval of Minutes</p>	<p>Minutes of Apr 10/13 approved Moved by: Kathleen Seconded by: Todd CARRIED</p>	<p>Approved minutes to be forwarded to Council – Sally</p>
<p>4. Update on Logistics – Mara</p>	<p>Deferred to April 24</p>	
<p>5. Application from Bob Rittenhouse</p>	<p>Application received asking to hold church service on Sunday am. It was proposed to approach Diane Walker to see if Community Pastoral Committee would be interested.</p>	<p>Vickie to contact Diane Walker</p>
<p>6. Beer RFQ</p>	<p>Deferred to April 24</p>	
<p>7. Wine Garden</p>	<p>Todd working on sourcing for wine & craft beers. Will report back shortly</p>	
<p>8. Media/Promotion – Student</p>	<p>Discussion took place on the next steps regarding media/promotion issue, utilizing student help, volunteer vs paid.</p>	<p>Todd to follow up with Natalie Stickles - Sally to provide him with contact info</p> <p>Vickie to contact student for “interview”</p> <p>Sally working on list of 2012 articles and timeline for next meeting</p>

<p>9. Sponsor Update</p>	<p>Discussion re naming opportunities and benefits for several interested sponsors</p> <p>Sponsorship is at a good level so far but more work to do - Look at reaching out to "new" potential sponsors – Chamber of Commerce EBlast? Student could be utilized to acquire email addresses etc</p>	<p>Bea to get back to sponsors</p> <p>Revisit in a week or two</p>
<p>10. Critical Path</p>	<p>Items to go on agenda in near future:</p> <p>Budget – May 1 Logistics Update (Mara)– Apr 24 Beer RFQ – Apr 24 Frozen drink RFQ (Mara)– May 8 Signage – May 1</p>	
<p>11. Other Business:</p>	<p>Discussion re prizes/passports: Passports were not popular with 2012 vendors. A draw of some sort with ballots to get attendance info was suggested</p> <p>Kathleen to supply "goodies" for artists</p> <p>Save-the-Date card – text on back of card ok'd; order immediately</p>	<p>To be considered at future meeting</p> <p>Sally to ask Mara to go ahead with order</p>

	Art in the Park – request for flyers	Mara to get prices
12. Next Meeting: * Wednesday April 24, 4:30pm Council Chambers	Wednesday, April 24, 4:30 pm	
7. Adjournment	Moved: Todd Seconded: John CARRIED	