

**Pelham Summerfest 2015 Committee Meeting
April 21, 2015 – North Wing Committee Room 4:00 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Natalie Stickle, 5 x5 Design Studio • Ryan Moffatt, MYAC 	<p>In Attendance:</p> <p>Gary Accursi John Wink Kathleen Goodman Vickie vanRavenswaay Sally Jaeger Natalie Stickle Ryan Moffatt (joined meeting at 4:40 pm)</p> <p>Regrets: Jodi Hendriks</p>	
<p>1. Additions to the Agenda</p>	<p>Report to Council – Dealt with under Critical Path Review</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Kathleen Seconded by: John CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of Apr 15/15 approved as circulated Moved by: Kathleen Seconded by: John CARRIED</p>	

<p>4. Marketing & Communication</p>	<p>Natalie reviewed her advertising budget. Magnets have gone to print. Natalie meeting with myPelham this week to get social media rolling. Natalie to contact new country station regarding participation on Friday Natalie needs to know about donations as they come in Rack card will be ready for review next week</p>	<p>Committee members to forward details of their respective areas Sally will forward</p>
<p>5. Budget</p>	<p>The 2015 budget was reviewed. Beer Pavilion Other Expense – service clubs – where is it? Otherwise Committee is good with the numbers</p>	<p>Vickie/Sally to clarify</p>
<p>6. Pelham Printing Access</p>	<p>The history of this issue was reviewed. Motion to pay Pelham Printing \$500 for access with the realization that it may become an annual cost Moved by: Kathleen; Seconded by: Ryan CARRIED</p>	
<p>7. PMBA Request</p>	<p>PMBA’s request was considered. Committee supports in principle but more details are required. Committee would like to see an interactive, crowd participation element, clinic, etc.</p>	<p>Vickie to follow up with PMBA</p>

8.	Critical Path Review	Report to Council requirements were reviewed including road closure times. Committee want to make sure businesses are given ample notice and a reminder a week before.	Vickie/Sally to prepare report
9.	Sponsorship	The sponsor master list was reviewed, some deleted and additional potential sponsors identified Kathleen will email potential sponsor and Staff will send out letters to businesses without email addresses	Sally to revise list & send to Kathleen Kathleen, Sally/staff
10.	POS Machines – do we need them?	Square is sufficient – do not need POS this year	Sally to advise Kate Hannah
11.	Other Business:	MYAC input – suggestions will be asked for at the upcoming Youth Forum	Ryan to report back next meeting
12.	Next Meeting:	Tuesday, April 28, 2015 4:00 pm Agenda Items: MYAC report Emergency Management Marketing	
13.	Adjournment	Motion to adjourn at 5:50 pm Moved by: Kathleen; Seconded by Ryan CARRIED	