

**Pelham Summerfest 2015 Committee Meeting
August 25, 2015 – Mickette Meeting Room, 5:00 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 • Bill Gibson, PATC 	<p>In Attendance: Jodi Hendriks Sally Jaeger Vickie vanRavenswaay Mara Bray (left at 6:15pm) Natalie Stickle (left at 5) Bill Gibson John Wink Gary Accursi</p> <p>Regrets: Ryan Moffatt Kathleen Goodman</p>	
<p>1. Additions to the Agenda</p>	<p>Mara – E Procurement process</p>	
<p>2. Adoption of Agenda</p>	<p>Adoption of Agenda – no quorum Motioned: Seconded:</p>	
<p>3. Approval of Minutes</p>	<p>Approval of Minutes – no quorum Motioned: Seconded:</p>	
<p>4. Media & Promotion</p>	<p>Reviewed final budget Presented final report for media & promotion Radio commercial most time commitment</p>	

<p>5. Rescheduled Movie Night</p>	<p>Thursday August 27th being held at MSSP Night at the museum - movie Concession being ran by MYAC Look into Niagara Inflatables for 2016 More security for Friday night movie night 2016</p>	
<p>6. Financial Update & Draft Final Report</p>	<p>Reviewed preliminary budget Reviewed final report to council</p>	<p>Staff to make modifications</p>
<p>7. Sponsors: Thank you Card</p>	<p>Decided on the guitar photo thank you card Sponsorship initial request letters to go out in December 2015 along with an entertainment lineup listing</p>	<p>Sally to update sponsor card and sign in September</p>
<p>8. Vendors: Vendors on Private Property; Survey submission draw</p>	<p>9 survey submissions for vendor surveys Vendor review – need to address concerns with transient vendors</p>	<p>Staff to draw name for vendor prize Will connect with landlords explaining transient vendor by law</p>
<p>9. Active Zone</p>	<p>Lafarge was happy – got their message out Blind spots chalked out on the ground PATC has not met all summer</p>	<p>PATC to report back in September</p>
<p>10. Entertainment</p>	<p>50% response from entertainers everyone very thrilled Flat broke came in last minute as one band dropped out Jonsey’s positive response on social media Sound guys were great – turn over time half the time Booking of Stage; set up 3 year contract</p>	

<p>11. Kids Zone</p>	<p>More Volunteers More Extension cords More mats</p>	
<p>12. Beer & Wine</p>	<p>Thursday set up logistics great Suggestions made for beer service on Friday and Saturday Need more light around bar service area Investigate renting ice freezer Thermal blankets to use for the tubs AGCO – wristbands for everyone</p>	<p>Staff to investigate ice machine rental Set meeting with AGCO inspectors to go over expectations</p>
<p>13. Other Business:</p>	<p>Mara: E procurement policy in effect for 2016 Sit down and develop a 3 year agreement with companies we use on a regular business.</p> <p>Bill suggested: Car show Sunday afternoon 12-4pm close Pelham Town Square – could fit 500 cars. Kinettes ? run the bar on Sunday Caesars Bill to run the car show</p> <p>2016 – 160th anniversary of Fonthill</p>	<p>Committee to brainstorm ideas for 160th themed festival</p>
<p>14. Next Meeting:</p>	<p>Tuesday September 22nd 5:00pm</p>	
<p>15. Adjournment</p>	<p>8:30pm</p>	