

**Pelham Summerfest 2016 Committee Meeting**  
**August 3, 2016 – North Wing Room, 10:00 am**

Agenda Item	Discussion/Notes	Action and Responsibility
<p>Welcome:</p> <ul style="list-style-type: none"> <li>- Vickie vanRavenswaay</li> <li>- Sally Jaeger</li> <li>- Jodi Hendriks</li> <li>- Craig Genesse</li> <li>- Bob Lymburner</li> </ul>	<p>In Attendance:</p> <p>Vickie vanRavenswaay  Sally Jaeger  Jodi Hendriks  Craig Genesse</p> <p>Regrets:</p> <p>Bob Lymburner</p>	
<p>1. Review AGCO concerns</p>	<p>Strongly suggested to research alternate security companies</p> <p>Many concerns about pathways – concerns about using buildings as fencing</p> <p>Inspector was not challenged five times at entrances</p> <p>Security entrances need more lighting</p> <p>Eliminate dark spots on the streets</p>	
<p>2. Review Security/ Fencing</p>	<p>Many concerns about pathways and fencing breaches</p>	<p>Sally to send licenced area maps electronically to Craig</p>

	<p>South end of festival area is an issue for fencing, suggested to moved secured entrance to Church Hill/Pelham Street after vendors leave at 5pm Roads department to zip tie fencing panels together to reduce likelihood of breaches</p> <p>Kame &amp; Kettle could not control the access point, people were pushing through</p> <p>Security need to check bags, beverage containers etc. NRP are there for peace keeping – not enforcement</p> <p>Security needed in Peace Park on Saturday night 7pm – midnight due to influx of teens/young adults</p> <p>Need a minimum 2 guards overnight on Pelham street on Friday Night</p> <p>Need entrance signage if entrances are not visible from one side ie at Hwy 20</p> <p>Garbage lugger needs to be moved from behind Mokus, staff breaching fence to throw garbage in</p> <p>Need to conduct assessments throughout the night, proactively checking IDs Have security checking IDs</p>	<p>Review with roads department meeting</p> <p>Vickie to meet with Todd</p> <p>Craig to assess needs and methods to relay expectations and requirements to contracted security personnel</p> <p>Sally to look at logistics for better location</p>
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	<p>“No entry” signs on pathways where they are an issue</p> <p>We need creative ideas for fencing</p> <p>Security staff should be given written instructions &amp; expectation &amp; map of the festival</p> <p>Need to make sure vendors are not doing draws for alcohol</p>	<p>Craig to make recommendations/ best practices for Summerfest committee</p> <p>Jodi to update vendor terms &amp; conditions</p>
<p>3. Festival Licensing Concerns</p>	<p>Need to request copies of extensions from festival licensing participants</p> <p>Concerns about establishments allowing more than one serving per patron to cross into Festival area</p> <p>Concerns about use of back entrances of buildings</p>	<p>RCW Staff to set up wrap up meeting with festival licensing establishments</p>