

**Pelham Summerfest 2014 Committee Meeting**

**February 19th, 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>• Bea Clark, Pelham Active Transportation Committee, Chair</li> <li>• Todd Barber, Chair, Downtown Beautification Committee</li> <li>• John Wink, Past Chair, 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, Admin. Assistant, Recreation, Culture &amp; Wellness</li> <li>• Mara Bray, Purchasing Co-ordinator</li> </ul>	<p>In attendance:</p> <p>Gary Accursi                      Vickie vanRavenswaay                      Sally Jaeger                      John Wink                      Todd Barber                      Bea Clark                      Kathleen Goodman (5 pm)</p> <p>Regrets:                      Mara Bray</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated                      Moved by: Todd                      Seconded by: John</p>	

	CARRIED	
3. Approval of Minutes	Minutes of Feb 4/14 approved as circulated Moved by: John Seconded by: Todd CARRIED	
4. Zoris Stasiewicz - Labatts Presentation	Discussions took place regarding what our needs are, brands that are available from Labatts etc. * Reefer truck could be provided for 3 days * Can provide summer reps to keep up with stocking/ice etc. * Will check to see if Labatts can help with ice * Bud, Bud Lite & Corona most popular	Zoric to provide proposal in writing
5. Emergency Plan	2013 plan over all was good. Communication re closing of events needs improvement. Suggestions: * Tighten parameters on decision making & establish chain of distribution/fan out list. * Post on website where to look or listen for information re closures etc. * Meteorologist/reliable source of weather information as part of plan.	Gary to look at document he has to see what can be added/revised
6. Critical Path Outline	Invite Natalie to meeting to get started on marketing, Save the Date Card – March 25  Have conversation with Art Festival re Pelham Night of Art & sponsorship	Sally  Vickie

	Gary left the meeting at approximately 6:50 pm and Bea took over as Chair	
7. Vendor Applications – Revisions	Approved with a few minor revisions	Sally to revise and make available
8. Business Workshop	Bea has invited several people to make proposal to present workshop. One received from Larry Bitner. Committee pleased with idea, cost to be covered by Committee. Timing: May 13, 6:30-9 pm suggested	Bea to see if Larry is available  Sally to do PO
9. Layout	Requirements for tents/shelters received from Building Dept. Will have to be considered when we look at layout.	
10. Other Business:	Supper Market – Committee ok with supper market to go ahead on the Thursday night in principle – need to look at logistics, alcohol sales etc.  Website address needs to be changed back to pelhamsummerfest.ca  Sponsors – Bea presented draft sponsor letter/email. Committee reviewed and made a few comments	Sally to contact Melissa  Bea to revise and send out
11. Next Meeting:	Tues, Feb 25, 2014, 4:30 pm	
12. Adjournment	Meeting Adjourned at 6:35	