

Pelham Summerfest Committee  
Meeting Minutes Wednesday February 29<sup>th</sup> 2012

2012

Agenda Item	Decisions Reached	Action and Responsibility
<p>1. Welcome – Councillor Gary Accursi, Committee Chair</p> <ul style="list-style-type: none"> <li>• Bea Clark, Chair, Pelham Active Transportation Committee</li> <li>• John Wink, Past Chair, Pelham Business Association</li> <li>• Vickie vanRavenswaay, Manager of Community Services</li> <li>• Katie Thorpe, Community Services Coordinator</li> </ul> <p>Regrets: Todd Barber, Chair, Downtown Beautification Committee</p> <p>Absent: Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce</p>	<p>Gary welcomed committee members. Introduced Dirk and Diane.</p>	
<p>2. Additions to the Agenda</p>		
<p>3. Approval of minutes of February 22, 2012 meeting.</p>	<p>THAT the minutes of February 22, 2012 be approved as amended. Moved by John Wink, Seconded by Bea Clark CARRIED</p>	
<p>4. Discussions with Activity Representatives: 4:30pm -Dirk &amp; Diane Wiens, Wine Country Tours</p>	<p>Committee would like to find ways to bring people into the festival by having a tour drop off/pick up spot at</p>	<p>Send overview of the event and map to Dirk and Diane. (Katie)</p>

<p>5:30pm</p> <ul style="list-style-type: none"> <li>- Pat Haftar, Summerfest Art Show</li> <li>- Gayle Baltjes Chataway –Bandshell Concert Series</li> <li>- Fred Arbour, Pelham Farmers Market</li> </ul>	<p>Pelham Summerfest as well as having Summerfest a destination spot Wine Country tours.</p> <p>Pat Haftar- Art Show              Currently have 20 registered artists. 35 artists maximum. Artists used to being shuttled, would be ok to park off site (St. Alexander's) or Marlene Stewart Streit Pat to include parking pass in Artist package.</p> <p>Gayle Baltjes Chataway- Bandshell              Parking for bands/bandshell committee accessibility for musician concern. Agreement that Todd Barber's lot be blocked off and designated for the musician's parking.</p>	<p>Dirk and Diane put together Tours that would be highlight Pelham Summerfest. Bring proposal to Summerfest Committee by March 20<sup>th</sup>.</p> <p>Parking areas to be confirmed. (Vickie)              Parking passes to be made up for Artists and Bandshell. (Katie)</p> <p>Youth asked to be involved to volunteer (Katie)</p> <p>Gary speaking to local business owners to use of parking lots. (Mossimos)</p>
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<p>6:30pm</p>	<p>The lot Will be supervised by bandshell volunteers. Along with signage and parking passes for those coming in.</p> <p>Fred Arbour- Farmers Market. Concerns to take into account the weight of goods sold, food, art etc at park and having to walk far for parking. Committee suggests getting summer students/MYAC to volunteer by carrying bags to their car. Helping seniors. Fred preferred to stretch out farmers market vendors instead of going into the park. Need a Way to highlight market during the evening.</p> <p>Gary explained the Tentative events and</p>	<p>Fred will be asking Farmers Market Committee to come up with ideas to highlight the Farmers Market that night. Will get back to Summerfest Committee by the end of March.</p>
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<p>- Service Clubs                  Rotary Club                  Kinsmen Club                  Fenwick Lions Club                  Fonthill Lions Club</p>	<p>logistics of the 4 days of the festival to the service club representatives.                  Vendor passport idea was mentioned by Lance Wiebe to promote traffic to all vendors (draw at the end of the night)</p> <p>Services clubs feedback on beer corral logistics.                  -more taps                  -better system.                  -entrance and exit.                  Ticket sales location could be better.                  Signage.                  Pre-sale of tickets at entrances.                  - Proper signage.                  Sizes of glasses and pricing. Compare with businesses.                  More taps needed.                  More power supply.                  2 20, 40 amps connection needed.</p>	<p>Katie to look into passport template and program.</p> <p>Services Club Beer Corral meeting date set for March 14<sup>th</sup> 6:30pm in the Council Chambers.</p> <p>Research the reusable glasses with public health (Katie)</p>
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	<p>Arrange through NPE. Done the day before so you do not pay over time.</p> <p>Request for proposals go out for beer provider. Services clubs will help to review the proposals and they will be rated.</p> <p>Get specifications of what they need to run their system. Included in RFP. Size of truck etc.</p> <p>Kinsmen In. Rotary In. Fonthill Lions In Fenwick Lions in.</p> <p>Committee asked services clubs Meeting with services club members. Write down what you would like to see in the RFP.</p>	
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	<p>Review notes Circulate for comment and report to the Summerfest Committee before March 21<sup>st</sup>.</p>	
<p>5. Subcommittees: Contacts</p> <ul style="list-style-type: none"> <li>- Food &amp; Beverage –</li> <li>- Non Food Vendor –</li> <li>- Promotional -</li> <li>- Sponsorship</li> <li>- Logistics –</li> <li>- Entertainment –</li> <li>- Active Zone -</li> <li>- Kids Zone –</li> </ul>	<p>RFP: Change proposal date for RFP to Tuesday March 20<sup>th</sup>. Evaluation by Summerfest Committee March 21<sup>st</sup>. Going to council April 2<sup>nd</sup>.</p> <p>Kids Zone-John Wink Air Bounce Sumo Wrestling.                  Niagara Photo Booth \$795 for 4hrs                  Need to be in a tent with power.                  Saturday 12-4pm.                  Hoping to push to non-food vendor hours. 10-5pm                  Katie getting prices on Never Forget Photo's.                  Fire station 3 available with fire hose (Booth</p>	<p>Gary to Follow up with entertainment.</p> <p>Bea to contact Niagara College regarding Anna and Michael Olson and Brewery and Winery.</p> <p>Committee to follow up with Sponsorship phone calls by March 16<sup>th</sup>.</p>

	<p>with fire safety) Jerry Howel interested in bringing Animal-Tronics. Needs a certain type of compressor. Gary researching compressors.</p> <p>Katie to ask MYAC for their input as to what activities would be good for teens.</p> <p>Main Stage entertainment. Zumba ½ hour. Limit women on stage -3 on stage, rest in the crowd. Gorman's to return. Ask Fonthill Music to perform again Sandy Vine, \$1,000 British Invasion band, Kindred. Flat Broke \$ 1,500 - Bandshell Acoustics, Jazz singer Jenn Cole.</p>	
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	<p>Sandy Vine to do gala? AMP fest winner to headline. Taylor Swift- signer. Jimmy Buffet tribute. Lindsay Mills- include on Sunday?</p> <p>Bea trying to get in touch with Anna and Michael. Trying to bring college in with the brewery. Friday night gala, wine and beer? Bea to research.</p> <p>Names suggested for chairs of committee's - food and beverage (Dave and Leigh) Gary to contact Non-food vendors- all committee members. Sponsorships-??? Active Zone- Dave Swan Kids Zone- John Wink Entertainment- Gary Beer Coral, Wine</p>	
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	<p>Garden- Todd                  Logistics- Vickie</p> <p>Get sponsor names and phone numbers to send out to the committee                  Follow up phone calls by March Break.</p> <p>Add Summerfest Sponsorship form to the sponsorship letter.</p>	
<p>6. Other Business:</p>		
<p>7. Next Meeting:</p> <ul style="list-style-type: none"> <li>• Wednesday March 21<sup>st</sup>, 4:30pm                      Council Chambers</li> </ul> <p>8. Adjournment</p>	<p>Request for proposals first on Agenda for March 21st.                  Presentation from service clubs</p> <p>Dirk to present at the March 28<sup>th</sup> Meeting.</p> <p>Motion to adjournment: John and Bea.</p>	