

**Pelham Summerfest 2013 Committee Meeting**

**February 6, 2013 North Wing Room 4:15 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<p>1. Welcome – Councillor Gary Accursi, Committee Chair</p> <ul style="list-style-type: none"> <li>• Todd Barber, Chair, Downtown Beautification Committee</li> <li>• Bea Clark, Chair, Pelham Active Transportation 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> </ul>	<p>In attendance:</p> <p>Gary Accursi Todd Barber Vickie vanRavenswaay Sally Jaeger Bea Clark</p> <p>Absent:</p> <p>John Wink Kathleen Goodman</p>	
<p>2. Adoption of Agenda &amp; approval of Minutes</p>	<p>Agenda adopted as amended Minutes of Feb 6/13 approved</p> <p>Moved by: Todd Barber Seconded by: Bea Clark CARRIED</p>	<p>Approved minutes to be forwarded to Council – Sally</p>

<p>3. Additions to the Agenda</p> <ul style="list-style-type: none"> <li>• Ryan Cook – Road Closures</li> <li>• Sponsors</li> <li>• Entertainment</li> </ul>	<p>Entertainment does not need to go through purchasing process</p> <p>Fire Chief not totally on board with closing Church Hill for wine garden – look at alternatives, 1 lane open</p> <p>Trying to reduce staff time/overtime – keep Pelham St closed until Mon 8 am? Reduce area of closure by staff already on duty or open gates Sat midnight with “local traffic only” signs</p> <p>Close PTS (arches) on Thursday</p> <p>Start Pelham St closures Fri at noon Hwy 20 –College</p> <p>Ryan to look into preferred locations for portable washroom &amp; garbage cans. Need for more of both and empty/clean more frequently</p>	<p>Ryan to review last years’ work plan, consult with Greg and report back at Mar 6 meeting on staff requirements for cleanup &amp; road reopening</p> <p>Vickie to give Ryan staffing figure from 2012 &amp; proposed for 2013</p> <p>Ryan will report back</p> <p>Vickie to provide map to Ryan</p>
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<p>4. Promotions</p> <ul style="list-style-type: none"> <li>• Review of RFP - Media</li> <li>• Summerfest Website</li> </ul>	<p>Mara will coordinate advertising – newspaper, radio stations etc.</p> <p>Website to be handled by Melissa again for 2013 for less \$\$ than last year</p> <p>Graphics, Facebook &amp; Twitter can be handled by Town staff</p> <p>Do we need a “manager” to coordinate communications? There is value in established relationships. Review scope of RFP for next meeting.</p> <p>We can sole source this item</p>	<p>Sally to distribute 2012 RFP to members</p>
<p>5. Pelham Arts In the Park Sub-committee Vickie update</p>	<p>As of Feb 2/13, Pat has only 8 available spots left, will be starting a waiting list</p> <p>Potential members: Bev Houge, Pat Haftar, MYAC, Angie Geiss, Art Festival, Jessica Ruddell, Stephanie Jones (Jason)?, van Wyks, Bill Gibson’s wife (Culture Capital Fabric Art), Jim Stevenson &amp; Brian Bozzato, Frank Krahn, Chris Russell (video), Brain Caporicci, Davino M, Madison Barber, Walk Through History group</p>	<p>Vickie to follow up</p>

<p>6. Food &amp; Beverage Sub-committee Vickie will update</p>	<p>Leigh &amp; Anthony will act as co-chairs and will attend Feb 20/13 meeting at 4:15pm, Patti &amp; Moss confirmed they would sit on sub-committee. Waiting to hear from Paul</p>	<p>Vickie to follow up with Paul</p>
<p>7. Critical Path * Bea Clark</p>	<p>Bea presented draft critical path  Committee populated and revised with targeted dates, people responsible etc</p>	<p>Bea to revise and forward to Sally for distribution</p>
<p>8. Festival Layout: Review of Maps &amp; Discussion</p>		
<p>9. Other Business:  <ul style="list-style-type: none"> <li>• Review of participant applications</li> </ul> </p>	<p>Review of dates for application:                      Pelham St Business – Mar 15/13 (to reserve spot IFO business)                      Returning Vendors – Mar 29/13 (to reserve same spot as last year)                      All other participants – May 31                       Increase fee after May 31 - \$50                       Hours of operation:                      Thurs 4-10pm</p>	<p>Sally to revise applications</p>

	<p>Fri 4-11pm Patios open (not festival licencing)</p> <p>Sat - Peace Park 10-6 – extend hrs if MYAC hosting events/movie</p> <p>Sat – Pelham St 10-12am</p> <p>Sun – Peace Park 10-2 (let Pat know)</p> <p>Enbridge Update:</p> <p>1 crew on hold for all 4 days – want to meet with Committee/conference call – will send info – will supply kitchen/equipment – we can provide staff or they will</p>	
<p>10. Next Meeting:</p> <ul style="list-style-type: none"> <li>• Wednesday February 13<sup>th</sup> , 4:15pm Council Chambers</li> </ul>	<p>Need to change date as there is a Council meeting on Feb 13 at 5 pm</p> <p>Next meeting: Wed Feb 20/13 at 4:15 pm</p>	
<p>10. Adjournment</p>	<p>Meeting Adjourned</p>	