

**Pelham Summerfest 2018 Committee Meeting
Wednesday, February 7, 2018 – Milette Room, 5:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, PBA • Councillor Gary Accursi • Bill Gibson, PATC • Candy Ashbee, PBA • Matthew Leask, Welland/Pelham Chamber of Commerce • Bill Sheldon, Resident • Sofia Labricciosa, MYAC • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Tyson Cowell, Niagara College Co-op Student 	<p>In Attendance:</p> <p>John Wink Candy Ashbee Bill Gibson Bill Sheldon Tyson Cowell Sally Jaeger Vickie vanRavenswaay Jodi Hendriks Gary Accursi</p>	
<p>1. Additions to the Agenda</p>	<p>Money to spend on Car Show Trophies</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt Agenda as amended Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes – January 24, 2018</p>	<p>Motion to approve minutes of Jan 24, 2018 as circulated Moved by: Bill Gibson Seconded by: John Wink</p>	<p>Sally to forward to Clerk’s Department</p>

	CARRIED	
4. Committee Member recruitment update	Welcomed Bill Sheldon to the committee Still one seat open for a resident at large and one Welland/Pelham Chamber of Commerce rep	Continue to advertise for Committee members
5. Inquiry from Inventa Brand Experience agency on behalf of Health Canada	Aimed at 13-24 yr olds regarding risks of cannabis as it becomes legal Health Canada Proposed space is 60 by 30 feet or 30 by 30 Fun engaging space, climbing wall, virtual reality, graffiti wall	Staff to follow up – request photos of set up, logistics and information on hand outs
6. 2018 Event Line up Review; Critical Path Review <ul style="list-style-type: none"> • What’s already booked • What need to be done 	Follow up from last week: Water wagon is booked for another event, Summerfest on the cancellation list Promotional Plan- Marc still working on pricing Breakfast plan needs to be in place Discussed entertainment line up	Matt to reach out to Country Corner for breakfast Gary to finalize with similar line up to last year
7. Media, Promotion & Website *Media Quotes	Candy Stepped out for discussion of Social Media Quote: Reviewed My Niagara Online quote Motion made to accept quote as received Moved by: Sofia Labricciosa Seconded by: Matt Leask CARRIED Candy returned to the meeting after the motion was made	Staff to advise My Niagara Online

<p>8. Sponsorship Outreach</p>	<p>Reviewed draft sponsorship letter/ email Candy proposed a Summerfest social media spotlight be added as a benefit for Gold, Title and Presenting level</p>	<p>Staff to send out and make updates</p>
<p>9. Vendor Applications</p>	<p>Jodi presented the list of vendors received to date. Motion to approve first round of vendors highlighted on the list Moved by: Candy Ashbee Seconded by: Bill Gibson Committee suggested that a 50% non refundable deposit be required from accepted vendors</p>	<p>Jodi to follow up with vendors</p>
<p>10. Youth Forum Question(s)</p>	<p>Sofia reviewed the draft questions to be asked at the youth forum: What did you like about Summerfest?; Did you visit the Teen Zone? Forum is Thursday March 1 9:30am - 1:30pm Committee suggested revised questions: What would make events more appealing to Teens? What type of activities are you looking for? What would attract you to community event like Summerfest? What platform would you prefer to receive your information from?</p>	<p>Sofia to take back to MYAC</p>
<p>11. Legacy Project</p>	<p>Committee discussed ideas for a legacy project</p>	<p>Bill Gibson will investigate an idea and bring it back to the committee for presentation in the future</p>

<p>12. Beer & Wine Provider RFQ's</p>	<p>Discussed Beer and Wine provider RFQ's Table discussion until next meeting</p>	<p>Sally to send RFQ to Bill Bill to bring to next meeting</p>
<p>13. Special Event Staffing</p>	<p>Vickie advised that Special Event staffing may be utilized at upcoming events</p>	
<p>14. Other Business:</p>	<p>Bill Gibson proposing 6 car show trophies this year and requested up to \$500 for materials Motion to approve \$500 for car show trophies Moved by : John Wink Seconded by: Candy Ashbee CARRIED</p>	
<p>15. Next Meeting: *overall meeting schedule</p>	<p>Tuesdays Feb 27th 5:30pm March 13th 5:30pm</p>	
<p>16. Adjournment</p>	<p>Motion to adjourn Moved by: Candy Ashbee Seconded by: Bill Sheldon CARRIED</p>	