

Pelham Summerfest 2013 Committee Meeting**January 23, 2013 North Wing Room 4:15 pm**

Agenda Item	Decisions Reached	Action and Responsibility
1. Welcome – Councillor Gary Accursi, Committee Chair <ul style="list-style-type: none"> • Todd Barber, Chair, Downtown Beautification Committee • Bea Clark, Chair, Pelham Active Transportation Committee • John Wink, Past Chair, Pelham Business Association • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness Confirm contacts		
2. Additions to the Agenda	The agenda was adopted as circulated, Moved by John Wink, Seconded by Todd Barber	
3. Committee Terms of Reference – Circulation & Review Gary reviewed the HMW meeting that was held previously. 4. Staff support Group –Vickie updated the Committee on the staff working group and how this group would work with the		

<p>5. Committee. Committee Purpose and Objectives: Bea reviewed the Committee Purpose and Objectives. The Committee discussed the purpose and objectives and set 2013 Festival targets.</p>	<p>See Attached Target</p>	
<p>6. 2013 Pelham Summerfest Overview: Thursday July 18, 2013 "Kick Off"</p> <ul style="list-style-type: none"> • Summerfest Art Show 4pm-9pm – Pat Hafter • Pelham Farmers Market – • Bandshell Concert 6pm–9pm– • Refreshments - <p>Friday July 19, 2013</p> <ul style="list-style-type: none"> • Pelham Nights of Arts • Summerfest Art Show 4pm – 10pm • Downtown – 	<p>Discussion took place with regard to the possibility of local wine & breweries be offered Thursday & Friday In Peace Park and Saturday downtown. The Bandshell Committee & Farmers Market will be invited to the next meeting.</p> <p>Possible Improvements to Peace Park prior to Summerfest.</p> <p>Establish a Pelham Night of Art Steering Committee.</p> <p>We will offer the downtown business to run their patios on Friday at an extra charge.</p> <p>Friday evening the music will continue till 10pm</p>	<p>Todd will look into wine & beer providers.</p> <p>Kathleen will look into Scotia Bank employees running the areas as a community project.</p> <p>Vickie will invite Gayle Batjes Chataway & Fred Arbour to the next meeting.</p> <p>Gary & Vickie will meet with Engineer Dept. regarding Peace Park improvements.</p> <p>Gary will arrange to meet with press for a story.</p> <p>Vickie will prepare ad inviting interested</p>

<p>Saturday July 20, 2013</p> <ul style="list-style-type: none"> • Summerfest Art Show 10am – 5 pm • Bandshell Music • Main Stage downtown • Vendors • Food & Beverage Vendors • Kids Zone • Active Zone • Beer Corral – Service Clubs • Wine Garden - ? <p>Sunday July 21, 2013</p> <ul style="list-style-type: none"> • Summerfest Art Show 10am – 2pm • Community Brunch – Pancake Breakfast • Bandshell Music <p>Downtown</p>	<p>MYAC Movie Night either Friday night under the Arches OR Saturday night in the Peace Park</p> <p>Main Stage act discussion took place.</p> <p>Amp Fest winners will be on main stage in am.</p> <p>Bea informed the committee that the Bike Rodeo will not run for 2013. With this in mind additional vendor space will be available.</p> <p>Vendor fees will increase \$140.00 per , additional \$25.00 electricity. (10%)</p> <p>Target vendor spots: Non vendor 40, Food vendor 20</p> <p>Kids Zone: Bouncers – John Wink</p> <p>Photo Booth Vickie will investigate</p>	<p>members for Steering Committee.</p> <p>Vickie will speak to MYAC and invite to next meeting.</p> <p>Gary will take suggestions for main stage and run with it.</p>
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7. Activity location	Will be discussed at future meeting	
8. Logistics: Discussion <ul style="list-style-type: none"> • Set Up – • Road Closures – • Hydro – • AGCO area – • Parking – • Transportation – • Security – • Tents – • Crowd Counts • Out of Town Counts – 	Will be discussed at future meeting	
9. Budgets: <ul style="list-style-type: none"> • Website maintenance? – Ex Nihilo Website Designs?– Melissa Wells • Vendor Fees: <ul style="list-style-type: none"> ➢ Food & Beverage ➢ Craft, etc. ➢ Non-profit 	Website was discussed and updates need to be completed asap. Vendor fees will increase by 10% rounded up.	Vickie will contact Melissa regarding 2013.
10. Subcommittees – Benchmarks & Targets: <ul style="list-style-type: none"> - Food & Beverage – - Non Food Vendor – 	Will be discussed further at future meeting.	

<ul style="list-style-type: none"> - Promotional - - Sponsorship - - Logistics - - Entertainment - - Active Zone - - Kids Zone - 		
<p>11. Other Business:</p> <ul style="list-style-type: none"> • Tourism - • Promotional • Other 	<p>Will be discussed at future meeting</p>	
<p>12. Next Meeting:</p> <ul style="list-style-type: none"> • Wednesday January 30 Council Chambers 4:15pm • Wednesday February 6th, 4:15pm Council Chambers • Wednesday February 13th, 4:15pm Council Chambers <p>13. Adjournment</p>	<p>Meetings will be weekly from 4:15-6:15pm</p>	<p>For next meeting Vickie will invite: Mara Bray –Purchasing Coordinator MYAC – Halee Lymburner Bandshell Committee – Gayle Baltjes Chataway Farmers Market – Fred Arbour</p>