

Pelham Summerfest 2013 Committee Meeting

January 30, 2013 Council Chambers 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"> • 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 • Sally Jaeger, Adm.Assistant 	<p>In attendance:</p> <p>Gary Accursi Todd Barber John Wink Vickie vanRavenswaay Sally Jaeger</p> <p>Absent:</p> <p>Bea Clark Kathleen Goodman</p>	
<p>2. Additions to the Agenda</p>	<p>Agenda adopted as circulated Minutes of Jan 23/13 approved Moved by John Wink Seconded by Todd Barber</p>	<p>Approved minutes to be forwarded to Council - Sally</p>
<p>3. Purchasing Coordinator – Mara Bray 4:15pm – 4:45pm</p> <ul style="list-style-type: none"> - Alcoholic Beverages – Wine & Beer - Entertainment stage, sound, music, buskers, etc, 	<p>Discussion took place regarding the purchasing process and how it relates to Summerfest items/issues.</p> <p>The need for a qualitative</p>	

<ul style="list-style-type: none"> - Photo Booths - Kids Zone – bouncers - Active Zone – - Logistics – Fencing, security, tables, chairs, washrooms, tents, shuttles, - Website 	<p>component to be part of the evaluation process was stressed by the Committee.</p> <p>Get specs or quotes to Mara and she will do comparisons.</p> <p>Beer & wine – ask for Expression of Interest with taste tests to decide</p> <p>Photo booth requirements were clarified for Mara</p>	<p>Gary to do specs for stage and sound system</p> <p>Todd to look after specs for beer & wine</p> <p>Mara to follow up</p>
<p>4. MYAC – Halee Lymburner 4:45pm – 5:00pm</p> <ul style="list-style-type: none"> - Movie Night? - Activities 8 – 15yrs? - AMPFest winners? - Pelham Nights of Art – Friday? 	<p>MYAC will host an outdoor movie night either Fri or Sat, in the park or under the arches. Cost will be coming out of MYAC’s movie night budget</p> <p>MYAC was asked to provide suggestions for activities for 8-15 yr olds including budget implications</p> <p>MYAC was asked to provide a rep for the Nights of Art subcommittee and get the word out to youth population encouraging them to participate – honorarium to be</p>	<p>Halee will take requests to the MYAC executive meeting on Feb 12 and report back to SF committee</p>

<p>5. Bandshell Committee – Gayle Batjes Chataway 5:00pm – 5:15pm</p>	<p>given</p> <p>Gayle presented an info package with a request that we not use bands from the Thurs night concert lineup and suggestions and notes for potential bands/performers</p> <p>She noted that there were no issues with last year’s event – the fencing was good</p> <p>There was discussion about moving the boundary line between the vendor/art show and the band shell</p>	<p>Gary has info package</p> <p>Gayle will look at the location and get back to the Committee</p>
<p>6. Farmers Market – Fred Arbour 5:15pm – 5:30pm</p>	<p>Fred reported that last year’s event went well – most market vendor’s did good business but not a significant increase</p> <p>Farmers’ Market would prefer vendors on Thus not sell same food types as market vendors</p> <p>Committee asked if Farmers’ Market would consider organizing a special event/promo to highlight the market ie chef demo, Anna</p>	<p>Fred will bring this idea back to Farmers’ Market</p> <p>Committee will investigate availability of mobile</p>

	Olsen mobile kitchen, etc.	kitchen
<p>7. Festival Layout: Review of Maps & Discussion</p> <p>➤</p>	<p>Vickie presented a draft layout for 2013. Still need to add new vendor spaces at south end</p> <p>Last year’s vendors will be given the opportunity to reserve the same location with a deadline of Mar 1/13</p> <p>An entry point is desirable in the opening between Centre Variety and Gelato Village</p> <p>Wine garden will be located on Church Hill @ Pelham St. Need to confirm Scotia Bank’s involvement. Otherwise offer it to Fire Fighters’ Assoc. or look into hiring our own servers</p> <p>Businesses on Pelham St should be given the opportunity to “buy” the spot in front of their business otherwise it will be open to other vendors</p>	<p>Vickie/Sally to send out letters to vendors by Feb 8</p> <p>Kathleen will confirm Scotiabank involvement.</p> <p>Mara could investigate hiring servers</p>

<p>8. Other Business:</p> <ul style="list-style-type: none"> - Sponsorship circulation 	<p>Sponsorship request needs to be sent out asap preferably before other requests (ie. Mayor’s Gala) and should include summary of 2012 report, stats etc.</p> <p>Enbridge Gas can provide an outdoor kitchen to community events. Would be ideal for Sunday breakfast. Vickie has submitted requests for all 4 days.</p> <p>Gary spoke to Murray Bering about his involvement. Will likely sponsor shuttle again.</p> <p>Robertson Amusements have expressed an interest in attending and are sending info</p>	<p>Next meeting check with Kathleen is willing to handle sponsors</p> <p>Vickie will update when she receives a response from Enbridge.</p>
<p>9. Next Meeting:</p> <ul style="list-style-type: none"> • Wednesday February 6th, 4:15pm Council Chambers • Wednesday February 13th, 4:15pm Council Chambers 	<p>Wednesday, Feb 6, 2013</p>	<p>Vickie to invite Leigh Atherton, Moss Citrigno, Paul Roode & Patti Fagan re Food & Beverage subcommittee</p>
<p>10. Adjournment</p>	<p>Meeting adjourned</p>	

