

Pelham Summerfest 2013 Committee Meeting

July 10, 2013, 2013 – Council Chambers, 4:30 pm

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – Councillor Gary Accursi • Bea Clark, Pelham Active Transportation Committee, Chair • Todd Barber, Chair, Downtown Beautification 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, Admin. Assistant, Recreation, Culture & Wellness 	<p>In attendance:</p> <p>Gary Accursi Vickie van Ravenswaay John Wink Sally Jaeger Bea Clark Todd Barber Natalie Stickles</p> <p>Kathleen Goodman left meeting @ 6:05pm, returned @6:15</p> <p>Regrets</p>	
<p>1. Additions to the Agenda</p>	<p>Giant Tiger Presentation to Council</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Kathleen Seconded by: Bea CARRIED</p>	

<p>3. Approval of Minutes</p>	<p>Minutes of July 10/13 approved Moved by: John Seconded by: Kathleen CARRIED</p>	<p>Approved minutes to be forwarded to Council – Sally</p>
<p>4. Media/Promotion Update – Natalie Stickle</p>	<p>Final revisions being made to wrap-will go to print tomorrow</p> <p>Maps are up on website. 7 directional maps to be printed & laminated for display at entrances, centre of event & in Peace Park.</p> <p>Natalie to design e-invite for Mayor to send out</p> <p>Natalie working on program for Friday night.</p>	
<p>5. Daily Scripts</p>	<p>Vickie presented Public Works plan - Bea presented the draft script – Committee reviewed and populated scripts and assigned duties</p>	
<p>6. Emergency Management & Communication</p>	<p>Vickie and Gary met with the Fire Prevention Officer earlier in the week. Preliminary emergency plan was discussed.</p>	<p>Vickie to complete plan</p>
<p>7. Bubble Machines</p>	<p>John had quote from Niagara Inflatables \$79 + \$25 for jugs of</p>	<p>John to contact NI</p>

	<p>soap. Motion made, by Todd, to rent one bubble machine and 5 jugs of soap, Seconded by John – CARRIED</p> <p>NI also has inflatable “Fun Zone” arch – Committee not in favour</p>	
8. Layout Review & Signage – Pelham St & Park	Layout is just about finalized. Signage discussed under Media/Promotion	Sally/Vickie to send out notices to vendors by end of week
9. Volunteer Requirements	<p>PATC –needs additional volunteers Todd in good shape John – will take care of his area</p>	Kathleen will make announcement at her church
10. Paid & Committed Expenses	Summary was provided to the Committee - appear to be in good shape so far	
11. Other Business:	<p>Council Presentation – Natalie & Kathleen to make presentation/run through website</p> <p>Wine Garden – discussion took place regarding wine glasses - motion to use plastic glasses and charge \$6 for 4.25 oz pour on Thursday, rent 8 oz glasses for Friday made by Kathleen, seconded by ??? – CARRIED</p>	Vickie to order

	<p>Raffles/Draws by vendors – discussion took with regards to an issue with a vendor draw/prize – Committee feels it is not a matter for the Committee to get involved in</p> <p>Giant Tiger – Mike would like to be able to sell food/beverages – Committee ok with him selling packaged foods, etc. just not ice cream cones</p>	<p>Vickie to contact Mike</p>
<p>12. Next Meeting: * Wednesday July 17, 4:30pm Council Chambers * Agenda items?</p>	<p>Wednesday, July 17, 4:30 pm</p> <ol style="list-style-type: none"> 1. Survey 2. Work schedule 3. Emergency Plan 	
<p>13. Adjournment</p>	<p>Meeting adjourned at 7:50 pm</p>	