

**Pelham Summerfest 2016 Committee Meeting**  
**July 13th, 2016 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – John Wink, Pelham Business Association</li> <li>• Councillor Gary Accursi</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Jodi Hendriks, Culture &amp; Community Enhancement Programmer</li> <li>• Bill Gibson, PATC</li> <li>• Sofia Labricciosa, MYAC</li> <li>• Candy Ashbee, PBA</li> <li>• Matthew Leask, Pelham Resident</li> <li>• Michelle Stewart, Pelham Resident</li> <li>• Craig Genesee, By-law Officer</li> <li>• Derek Dallman, By-law Officer</li> </ul>	<p>In Attendance:</p> <p>John Wink  Craig Genesee (left at 5:20pm)  Derek Dallman (left at 5:20pm)  Bill Gibson  Gary Accursi  Sofia Labricciosa  Michelle Stewart  Sally Jaeger  Vickie vanRavenswaay  Jodi Hendriks (left at 6:30pm)  Matt Leask (5:00pm)</p> <p>Regrets:</p>	
1. Additions to the Agenda	None	
2. Adoption of Agenda	<p>Agenda adopted as circulated  Moved by: Sofia Labricciosa  Seconded: Michelle Stewart  CARRIED</p>	
3. Approval of Minutes – July 6, 2016	<p>Minutes of July 6, 2016 approved as amended  Moved by: Bill Gibson</p>	Add Vickie vanRavenswaay & Jodi Hendriks to attendees

	Seconded: Michelle Stewart CARRIED	
4. Security * By-law staff hours * Dog Policy * Skateboard/scooter/bike policy * Wristbanding *Coolers not permitted *Bag checks	All security is booked By Law will be on site during festival hours  Barricade to be placed underneath the Arches  Thursday – Derek on site 11 – 11pm  3 security at road entrances to allow traffic to businesses Friday morning 7am – 9am  Security until 1am on Saturday night  Kame & Kettle – entrance to festival from patio need to be monitored  Wristbands to be given to festival licensing participants – except Gelato Village as wrist banding tent is beside Gelato Village	Vickie to let Craig know road closure time
5. Emergency Management Plan/Communications	Reviewed event emergency management plan  Reviewed volunteer and committee schedules	
6. Volunteer Sign Up list/Daily Scripts	Reviewed daily scripts/ sign up lists	
7. Other Business:	n/a	
8. Next Meeting:	August 17, 2016 Tenative	

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9. Adjournment	Meeting adjourned 7:50pm	
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