

Pelham Summerfest 2012 Committee Meeting MINUTES

2012

FRIDAY July 13, 2012 Council Chambers 11:00 am Lunch

Agenda Item	Decisions Reached	Action and Responsibility
<ul style="list-style-type: none">• Welcome Councillor Gary Accursi, Committee Chair<ul style="list-style-type: none">○ Bea Clark, Chair, Pelham Active Transportation Committee○ Todd Barber, Chair, Downtown Beautification Committee○ Vickie vanRavenswaay, Manager of Community Services○ Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce○ John Wink, Past Chair, Pelham Business Association○ Katie Thorpe, Community Services Co-ordinator <p>Regrets</p> <ul style="list-style-type: none">•		

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<p>1. Additions to the Agenda: - Communications</p>	<p>The agenda be adopted as amended Moved by Bea Clark , Seconded by Kathleen Goodman CARRIED</p>	
<p>2. Approval of minutes: July 4, 2012</p>	<p>THAT the minutes of July 4 meeting be adopted as circulated, Moved by John Wink, Seconded by Todd Barber CARRIED</p>	
<p>3. Summerfest 2012 1:00pm Promotional Plan 4:30pm</p>	<p>Brochure Wrap The final Wrap was ready for print with minor adjustments being made. Cathy thanked the Committee members for their assistance during the week making the deadline. NNA Program The Friday Niagara Nights of Art program will be produced in house during the week. Signage/Banners The Committee decided a banner would be required for the main stage identifying all sponsors. Cathy will double check the sign budget.</p>	<p>Cathy will review her budget to see what she had budgeted for signage and what is remaining.</p>
<p>4. Summerfest Pavilion Status:</p>	<p>Todd gave update on Pavilion.</p>	<p>Todd will forward final pavilion</p>

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	<p>Ribs are all built at the Pelham arena Additional sponsor support. Todd will forward final list of in kind donations. Model of Pavilion could</p>	<p>sponsor list to Vickie, Bea and Cathy.</p>
<p>5. Day by Day – Bea - Communications</p>	<p>Bea walked the Committee through each day indicating tasks and responsibilities. (attached to minutes)</p>	
<p>6. Subcommittees: Quick Updates</p> <ul style="list-style-type: none"> • Food & Beverage • Retail Vendor Review - Passport Prizes? • Niagara Nights of Art 	<p>No further updates from Food & Beverage.</p> <p>Mall & Gary Accursi have donated a 42" Flat Screen TV from Beamers Hardware for the Passport Grand Prize. All passports would need to be handed in by 5:30pm and the Draw will be made at 6:00pm on the main stage.</p> <p>The NNA Committee offered Lindsay Mills \$500.00 to perform on Friday evening although she has pulled out the payment was not enough. NNA Committee will have to</p>	<p>Gary will contact other performers to fill Lindsay Mills stage time.</p>

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<ul style="list-style-type: none">• Sponsorship – • Logistics – Vickie-<ul style="list-style-type: none">- Parking locations – vendors & performers - Shuttles - - - - - Signage	<p>look at filling the stage time. Spencer vanWyck has accepted the offer to assist with MC on Friday evening.</p> <p>Bea is sending out Thank yous to sponsors and is getting a great response. She will be preparing a thank you package included within will be 2 summerfest glasses.</p> <p>Vendors will be asked to park either at St.Alexander school or Glynn A Green School.</p> <p>The committee decided to have 2 mini bus shuttles on Thursday evening with drop off at Farmers Market area from 4pm to 10pm. And one mini on Saturday from noon to 6pm drop off at College Street.</p> <p>Everyone will review signage list and submit to Vickie.</p>	
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<ul style="list-style-type: none">• Entertainment – Gary• Active Zone – Bea• Kids Zone – John <p>Volunteers – Katie</p>	<p>All entertainment is confirmed</p> <p>Bea has all Active Zone activities confirmed except for Basketball and Street Hockey.</p> <p>John has firmed up all kids zone area activities.</p> <p>Katie will have a volunteer training session on Monday July 16 at the Library.</p>	
<p>8. Next Meeting:</p> <ul style="list-style-type: none">• Wednesday July 18 , 4:30 p.m. Council Chambers		
<p>9. Adjournment:</p>		