

**Pelham Summerfest 2015 Committee Meeting
July 14, 2015 – Lookout Point Golf Club, 4:00 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Natalie Stickle, 5 x5 Design Studio • Ryan Moffatt, MYAC • Bill Gibson, PATC 	<p>In Attendance: Vickie vanRavenswaay Sally Jaeger Jodi Hendriks Julie Cook Shayla Metherall Bill Gibson John Wink Natalie Stickle Ryan Moffatt Gary Accursi Kathleen Goodman</p>	
<p>1. Additions to the Agenda</p>	<p>Daily Scripts</p>	
<p>2. Adoption of Agenda</p>	<p>Adoption of Agenda Motioned: Kathleen Goodman Seconded: Ryan Moffatt CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Approval of Minutes Motioned: Kathleen Goodman Seconded: Ryan Moffatt CARRIED</p>	
<p>4. Media & Promotion</p>	<p>Reviewed ads for newspaper</p>	

	McDonalds to be added as bronze sponsor John interview Wednesday 11am Interviewing bands this week Stage banner – look into electronic signage for 2016 Look at website for 2016	
5. MYAC Update - Volunteers	Friday plenty of volunteers Sunday looking into Sunday – 4 volunteers, 2-10am-12pm, 2- 12pm-2pm	
6. Pelham Street Layout	DONE	
7. Peace Park Layout/Furniture	DONE	
8. Event Emergency Management Plan	Reviewed designated tasks Reviewed emergency scenarios	Add Bob’s name to the emergency number list Scripts to be put in lanyards
9. Bob the Clown	Invite Bob to come out on Sunday. We will pay for balloons & transport	Jodi
10. Pop Up Misting Tent	Where is the water source	Sally to follow up
11. Daily Scripts	Reviewed	Sally to update and send out
12. Other Business:	Thursday night photo night Vendor Feedback Forms	Staff to prepare
13. Next Meeting:	September 16 th – sign sponsor thank you cards	
14. Adjournment	Adjourned: 7:00pm	