

Pelham Summerfest 2013 Committee Meeting

July 17, 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 Kathleen Goodman Jessica Ruddell</p> <p>Regrets</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Bea Seconded by: John CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of July 10/13 approved</p>	<p>Approved minutes to be</p>

	Moved by: Todd Seconded by: John CARRIED	forwarded to Council – Sally
4. Daily Scripts	Scripts were reviewed and fine tuned	
5. Emergency Management & Communication	Emergency management plan was reviewed in conjunction with daily scripts	
6. Participant Survey	Committee would like survey to go on website - Survey Monkey –need to go under Town’s licence. Also push through social media. Add residency question – How did you hear? Community Art Project? - beer/wine garden opinions to be separate survey?? Vendor & Sponsor surveys	Vickie to provide info to Natalie/Melissa Bea to update and send to Jessica Bea to handle sponsors. Vickie/Sally to deal with vendors
7. Media/Promotion Update – Natalie Stickles	Presentation was made to Council July 15 – very well received Natalie showcased the stage banner and other print materials – Bea suggested that we keep some PNOA program for artists	Sally will put 50+/- aside

	<p>Last of the ads to go out next week – thank you ad to go out week after and on website</p> <p>Commercials are running this week – social media is linked in to Sun Media & Astral Facebook pages</p> <p>Giant FM – cruiser to be in attendance Friday 4-10pm – locate in municipal parking lot</p> <p>Astral Radio to attend Saturday – will be located near ball hockey</p> <p>Cogeco may come in on Saturday – interview with Gary & Pat – suggested they do a “walk through” on Pelham St</p>	<p>Natalie to connect with Melissa. Bea will compose thank you letter.</p> <p>Natalie will contact</p> <p>Natalie to contact</p> <p>Natalie to coordinate</p>
<p>8. Photography during event</p>	<p>Dr. Albanese has volunteered to take photos – we will provide tag/lanyards for photographers</p>	<p>Sally to make up lanyards</p>
<p>9. Signage – Sign post</p>	<p>Required signs were reviewed</p>	<p>Sally will create</p>
<p>10. Other Business:</p>	<p>MYAC proposing to run “cookie” stall on Friday night – Committee authorized costs for cookies & decorations</p>	

	<p>Mayor & Tim Hudak speaking at noon</p> <p>PNOA – 51 local youth artists entered – art has already been photographed and will be played on movie screen before main movie – put on website as well – display in Council Chambers</p> <p>Planning meetings – Thursday - 2pm; Friday 2pm & 11pm; Saturday 6:30 pm</p>	<p>Jessica to send to Natalie</p>
<p>11. Next Meeting: * ????????????????</p>	<p>Tues July 30</p>	
<p>12. Adjournment</p>	<p>Meeting adjourned at 8:30 pm</p>	