

Pelham Summerfest 2013 Committee Meeting

July 3, 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 - 5:15 -7:05 pm</p> <p>Regrets</p>	
<p>1. Additions to the Agenda</p>		
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as Moved by: John Seconded by: Todd CARRIED</p>	

<p>3. Approval of Minutes</p>	<p>Minutes of June 26/13 approved Moved by: John Seconded by: Bea CARRIED</p>	<p>Approved minutes to be forwarded to Council – Sally</p>
<p>4. Media/Promotion Update – Natalie Stickles</p>	<p>Sun Media is publishing “catch up” printing of ads & articles Thursday & Saturday. PNOA will be featured next week</p> <p>Draft of wrap was presented</p> <p>Map was reviewed and changes made</p> <p>Road closure map should be on website</p> <p>Zone signs were discussed – Sally will print</p> <p>Stage sign was discussed – A portion can be reused but a new full banner will need to be re-printed</p> <p>Photo strip for photo booth was presented as agreed upon with sponsor</p> <p>Natalie followed up on HOCO proposal – can’t offer discount</p>	<p>Committee members to review and email Natalie</p> <p>Sally will send to Melissa</p> <p>Natalie to send creative to Sally</p> <p>Natalie to create similar to banner add.</p>

	<p>Committee listened to the “daily” commercials</p> <p>Natalie to create “program” for Friday nights</p> <p>See if Brock would be interested in participating in PNOA, perhaps for next year?</p>	<p>Natalie to contact Jessica re lineups/events & times</p> <p>Bea to make contact</p>
5. Signage	<p>Signpost from Fenwick Anniversary to be borrowed</p> <p>Each Committee member to forward list of sign requirements for their area to Sally. Natalie will do creative</p>	<p>Natalie to create new directions arrows</p> <p>Committee Members</p>
6. Wine Garden Update - Todd	<p>Calamus also to provide wine.</p> <p>Todd presented proposed design and location of wine/beer garden</p> <p>Use of a small refrigerated truck would be a good idea</p>	<p>Vickie to check with a few potential sources</p>
7. Pancake Breakfast	<p>Gary has spoken to Sysco. We are on track with costing. Will deliver their products</p> <p>3 items for \$5.00</p>	<p>Vickie to give account application to Mara</p>

	<p>All condiments etc. to be individual packets.</p> <p>Mayor and Council will be serving</p> <p>Signage and promo handouts would be a good idea for Thurs, Fri & Sat</p>	
8. Layout Review – Pelham St & Park	Layout was reviewed and refined	Vickie to have staff populate map
9. Emergency Management & Communication	<p>Emergency processes and communication methods were discussed. Vickie & Gary to meet with fire dept re emergency plan and report back</p> <p>Leo G to look after supervision of security, counts etc.</p>	
10. Volunteer Requirements	See if MYAC students are available. Vickie will ask staff to help out after swim meet	
11. Donation/Sponsorship + Fees	Revenues received were reviewed. Need list of committed expenses for next week	Vickie
12. Critical Path & Daily Scripts	Given out to Committee members to review and discuss next week	

13. Other Business:	Invite sponsors to come out on Friday night.	Bea to send invitation to sponsors
14. Next Meeting: * Wednesday July 10, 4:30pm Council Chambers * Agenda items?	Wednesday July 10, 4:30pm Agenda Items: 1. Daily script review 2. Attendee Survey	
15. Adjournment	Meeting adjourned at 8:10 pm	