

**Pelham Summerfest 2016 Committee Meeting
July 6th, 2016 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Bill Gibson, PATC • Sofia Labricciosa, MYAC • Candy Ashbee, PBA • Matthew Leask, Pelham Resident • Michelle Stewart, Pelham Resident 	<p>In Attendance: John Wink Bill Gibson Candy Ashbee Sally Jaeger Gary Accursi Sofia Labricciosa Matthew Leask</p> <p>Regrets: Michelle Stewart</p>	
<p>1. Additions to the Agenda</p>	<p>Wire covers Breakfast Update</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Sofia Labricciosa Seconded by: Candy Ashbee CARRIED</p>	
<p>3. Approval of Minutes – June 29, 2016</p>	<p>Minutes of June 29, 2016 approved as circulated Moved by: Candy Ashbee Seconded by: Bill Gibson</p>	
<p>4. Marketing & Promotion – Ana & Candy</p>	<p>When Band interviews are happening on</p>	<p>Sally to follow up</p>

	Country 89 App is being downloaded Stage banner was reviewed Reviewed sponsorship list	
5. Newspaper Wrap	Reviewed newspaper wrap	Staff to update with changes
6. MYAC Update - Sofia	Sofia to email volunteer contacts and volunteer hours she would like to work Staff to confirm movie screen set up	Sofia to email Vickie contact names and hours of volunteers Follow up with Gary for sound guys line up
7. Emergency Management Plan/Communications	Chain of command: person in charge of area would be contacted – then the primary contact Motion made to rent 15 commercial grade walkie talkies with the ear pieces as per the quote presented. Moved by: Sofia Labricciosa Seconded by: Candy Ashbee CARRIED	Committee to read through emergency management plan thoroughly prior to next meeting. Sally to follow up
8. Vendor Update	Reviewed vendor layout Gary to look into hydro from Volcanos for circus tent	Gary to follow up
9. Volunteer Sign Up list	Committee Lanyards – cell phone numbers	

	Reviewed staff, committee and volunteer hours of work	
10. Car Show Update	Car show plaques to be printed at Town Hall Sunday retail vendors to be printed on the back of the car show layout	Staff to print – Bill to send # of copies needed Staff to print on the back of the car show layout map – Bill to send to staff
11. Other Business:	Wire covers – to be rented for this year through purchasing coordinator. Look at capital purchase for 2017 Breakfast update: Motion made to purchase chaffing dishes, utensils and pancake dispenser up to \$500. Moved by: Matt Leask Seconded by: Candy Ashbee CARRIED Gary and Candy to come to Thursday night for Cogeco.	Staff to follow up Gary to purchase from Niagara restaurant supply
12. Next Meeting:	Invite Bob & Derek in for next meeting July 13 RE: Security no dogs, no riding skateboards, scooters, bikes – monitor 22 Hwy 20 Hours of work for Derek Dolman	
13. Adjournment	Meeting adjourned at 7:30p	