

**Pelham Summerfest 2015 Committee Meeting**  
**July 7, 2015 – Mickette Meeting Room, 4:00 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – John Wink, Pelham Business Association</li> <li>• Councillor Gary Accursi</li> <li>• Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Jodi Hendriks, Culture &amp; Community Enhancement Programmer</li> <li>• Natalie Stickles, 5 x5 Design Studio</li> <li>• Ryan Moffatt, MYAC</li> <li>• Bill Gibson, PATC</li> </ul>	Attendance: Jodi Hendriks Sally Jaeger Vickie vanRavenswaay Bill Gibson Ryan Moffat John Wink (arrived at 5:00pm) Gary Accursi Kathleen Goodman Natalie Stickles	
1. Additions to the Agenda		
2. Adoption of Agenda	Agenda adopted as circulated Moved by: Ryan Seconded by: Bill CARRIED	
3. Approval of Minutes	Agenda adopted as amended Moved by: Bill Seconded by: Ryan CARRIED	
4. Media & Promotion	Voice of Pelham Ad Wrap Reviewed	Natalie to send wrap to

	<p>Map layout reviewed  Call out to Dave – 5; 3X4 maps one sided  Stage banner is done  John to be interviewed next week  Signage was reviewed</p>	<p>Committee to review  Natalie to make changes    Natalie to update/  change</p>
5. MYAC Update	<p>Talent Show cancelled  Movie night is a go – volunteers for concession sales  Volunteers needed for Sunday    Mini putt volunteers</p>	<p>Ryan to contact MYAC  for volunteers 10-12; 12-2</p>
6. Pelham Street Layout	<p>Staff to put together</p>	
7. Peace Park Layout/Furniture	<p>Reviewed layout</p>	<p>Gary to make changes</p>
8. Event Emergency Management Plan	<p>Central Station – wheel committee  Emergency Event Management Plan Reviewed  Fire chief – emergency access point  St Johns Ambulance participation – in front of j&amp;j's</p>	<p>Staff to make changes</p>
9. Art Gallery in the Church	<p>Cancelled</p>	
10. Budget Review	<p>Reviewed Sponsorship List  Budget to be reviewed</p>	<p>Deputy treasurer to put together a budget</p>
11. Critical Path Review	<p>Reviewed Critical path  Contact Enbridge</p>	<p>Staff to follow up</p>
12. Other Business:	<p>Tim Hortons change in donation  Committee to make coffee</p>	<p>Sally to follow up</p>

	Thursday night Bar Vendor Feedback forms @ the festival \$100 off 2016 draw Daily scripts	Need to confirm Staff to design Staff to update
13. Next Meeting:	July 14 <sup>th</sup> – 4:00pm	
14. Adjournment	Meeting Adjourned at 6:00pm	