

Pelham Summerfest 2014 Committee Meeting

July 9, 2014 – 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 • Natalie Stickles, 5x5 Design Studio • Ryan Cook • Cari Pupo 	<p>In attendance:</p> <p>Vickie vanRavenswaay Gary Accursi Bea Clark Sally Jaeger Todd Barber Kathleen Goodman Natalie Stickles – Partial Ryan Cook – Partial Cari Pupo – Partial</p> <p>Regrets: John Wink</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: Bea Seconded by: Kathleen CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of July 9/14 approved as circulated Moved by: Seconded by:</p>	<p>Deferred to next week</p>

	DEFERRED	
4. Logistics – Ryan Cook	<p>Ryan reviewed preparations and planning for the event</p> <ul style="list-style-type: none"> • Park Lane to be used as staging area • Tues pick up park stage from B Bissell • Wed start fencing PP, remove fence along PTS for refer truck • Thurs set up tables etc in PP • Fri am start placing items on Pelham St as safety allows before road closure • Sat ongoing as per last year • Sun am street clean up 	<p>Ryan to provide contact info of staff Ryan to provide zip ties</p>
5. Finance – Cari Pupo	<ul style="list-style-type: none"> • 4 iPads with Squares in place – Finance to set up 2 ticket stations/floats at each ticket table • Kate & Cari will be on site to walk service groups through use of Square & POS • Cari will use her VISA to purchase additional beer if necessary • WiFi has been “beefed up” in Peace Park. iPads must be set up on certain network as “guest” will shut out after 30 mins • Finance will reconcile each night so Committee knows where things stand daily 	<p>Vickie & Cari to determine floats for each day</p>
6. Media-Promotion	<p>The wrap was reviewed and some changes made Directional map needs a minor tweek – will have it printed on coreplast -7; Videographer – get clips from each zone, patios,</p>	

	entertainers,	
7. Review of Final Scripts/Responsibilities	Reviewed & revisions made	Bea to finalize & circulate
8. Emergency Plan	Done in conjunction with final scripts – review again next week	Vickie to update
9. Art Gallery @ Church	Need a person to organize and call artists and request pieces to display Todd has purchased water dispenser	Halee to call Natalie will forward contact for Niagara College & Brock student Vickie to contact Devino
10. Communication	Purchasing looking into earbud/mic for walkie-talkies Contact numbers etc are required	
11. Vendors <ul style="list-style-type: none"> • Niagara College • Scorpions Cheerleading • Sadie’s Lingerie • Country Corner Deli – menu change 	<ul style="list-style-type: none"> • Ok as non-profit • OK as retail vendor – roaming if numbers & noise kept to minimum • Mercedes asking for credit on vendor booth in exchange for use of parking lot • Beef on a bun replaced with taco in a bag 	Vickie to talk to Mercedes
12. Movie Selection	Divergence	Sally will order
13. Other Business:	<ul style="list-style-type: none"> • Bea will pick up “snacks” for artists. • Entrance beside Volcano needs additional security • Tim Hortons to donate coffee for breakfast • McDonalds providing condiments – getting back to us re muffins 	Vickie to ask Tim Hortons to provide coffee for artists Vickie to revise PO Gary to follow up

	<ul style="list-style-type: none"> • Country Corner providing sausage & ham at 50% • Popcorn for Friday – Committee decided not to do this themselves – ask Thursday vendors to stock snacks • 	Vickie/Sally to contact vendors
14. Next Meeting:	<p>Wednesday, July 16 at 4:30 pm Hosts responsibilities Invite Joris (Labatt) to next meeting</p>	
15. Adjournment	Meeting adjourned at 7:30 pm	