

Pelham Summerfest 2016 Committee Meeting
June 1, 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: Vickie vanRavenswaay Michelle Stewart (left at 5:15 pm) Sally Jaeger Bill Gibson Gary Accursi Candy Ashbee Matt Leask (left at 6:00 pm) Jodi Hendriks</p> <p>Regrets: Sofia Labricciosa</p>	
<p>1. Additions to the Agenda</p>	<p>Beverage Logistics Service Club update</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended: Moved by: Michelle Stewart Seconded: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes – May 18, 2016</p>	<p>Minutes of May 18, 2016 approved as circulated: Moved by: Bill Gibson Seconded: Michelle Stewart CARRIED</p>	

<p>4. Marketing & Promotion – Candy/Sally * App * Koozies</p>	<p>Meeting with app company Friday morning Koozie update – Investigate sponsorship opportunities ie Country 89</p>	<p>Sally to follow up</p>
<p>5. MYAC Update – Sofia</p>	<p>Deferred to next meeting</p>	
<p>6. Sponsorships * RBC Request</p>	<p>Michelle updated re new sponsors that have come on board in the past week – in good shape</p> <p>RBC – may require 16 by 16 area instead of 10 x 10 to which he is entitled as a Gold Sponsor</p> <p>Motioned made to charge for additional space over and above the gratis 10 x 10 retail space and for hydro fees Moved by: Candy Ashbee Seconded: Matt Leask CARRIED</p> <p>Dealership Sponsors for car show are still needed</p> <p>Scotiabank – to be recognized as Silver Level sponsor in recognition of combined cash & in-kind (serving Thursday night & car show trophy sponsor)</p> <p>Potential sponsors for the shade tent: Short hills Tree Service/ roofers</p>	<p>Michelle to follow up with RBC when he reaches out</p> <p>Bill to follow up</p> <p>Sally/Michelle to follow up</p>
<p>7. Car Show Update & Critical Path</p>	<p>Signage & trophies done Car dealership reach out for sponsorships</p>	

<p>8. Volunteer Requirements & Roles</p>	<p>Draft Volunteer schedule was reviewed Active Transportation – covered Reach out to Councillors for volunteering at mini golf Committee to wristband Thursday and Sunday Circulate to Service Clubs</p>	<p>Gary to follow up Vickie</p>
<p>9. Logistics – update on portable loos * Meeting set May 27/16</p>	<p>Re tendering for 3 years</p>	
<p>10. Vendor Update</p>	<p>Reviewed applications submitted after May 18th Niagara River Lions request was reviewed Motion made to approve Niagara River Lions attending as a vendor and to wave vendor fee in consideration of a pair of seasons tickets. Moved by: Candy Ashbee Seconded: Matt Leask CARRIED Update Café on Main – Business has been sold. New owner will participate in Festival Licensing under the name Pub on the Hill Mokus potential participation in Festival Licensing was discussed – Gary will follow up with them</p>	<p>Sally to follow up Sally to revise agreements etc. Gary</p>
<p>11. Winery Selection</p>	<p>Proposals from three wineries were considered Motion made to select Vineland Estates Winery as the wine vendor for summerfest.</p>	<p>Sally to follow up and confirm return/transfer policy</p>

	Moved by : Bill Gibson Seconded: Candy Ashbee	
12. Other Business:	Beer update – ordered Labatt can provide “beer carts” that can be located throughout the licensed area – Committee decided to consider for 2017 but not this year Need to contact Connect Hearing re parking space for reefer truck	Vickie
13. Next Meeting:	Wednesday June 8 TH 4:30PM	
14. Adjournment	Motion made to adjourn at 6:21pm Moved by: Candy Ashbee Seconded: Bill Gibson	