

# Pelham Summerfest 2012 Committee Meeting MINUTES

2012

WEDNESDAY June 13, 2012 Council Chambers 4:00pm

Agenda Item	Decisions Reached	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – Councillor Gary Accursi, Committee Chair                             <ul style="list-style-type: none"> <li>○ Bea Clark, Chair, Pelham Active Transportation Committee</li> <li>○ Todd Barber, Chair, Downtown Beautification Committee</li> <li>○ Vickie vanRavenswaay, Manager of Community Services</li> <li>○ John Wink, Past Chair, Pelham Business Association</li> </ul> </li> </ul> <p>Regrets:</p> <p>- Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce</p>		
<p>1. Additions to the Agenda:</p>	<p>The Agenda was adopted as circulated, Moved by John Wink, Seconded by Bea Clark</p>	
<p>2. Approval of minutes:</p>	<p>The minutes were adopted as</p>	

# Pelham Summerfest 2012 Committee Meeting MINUTES

2012

WEDNESDAY June 13, 2012 Council Chambers 4:00pm

<p>May 30th, 2012</p>	<p>circulated Moved by Todd Barber, Seconded by Bea Clark CARRIED</p>	
<p>3. Food Vendor meeting update: Vickie</p> <ul style="list-style-type: none"> <li>- Recommendation Committee - anyone selling anything consumable must pay Food vendor rate.</li> </ul>	<p>Vickie updated the Committee on the Food Vendors Committee meeting. The Committee considered the recommendation from the FV Committee that anyone selling consumable items must pay the food vendor fee.</p> <p>The Committee agreed if it is consumable vendors must pay food vendor fee</p>	<ul style="list-style-type: none"> <li>- Vickie will contact vendors accordingly Consumables = food vendor</li> </ul>
<p>4. Summerfest 2012 Promotional Plan 4:30pm</p> <p>Carolyn Mullin &amp; Cathy Berkhout Bosse</p> <ul style="list-style-type: none"> <li>- Update on Posters</li> </ul>	<ul style="list-style-type: none"> <li>-Carolyn presented the report from the promotions team.</li> <li>-Discussion took place regarding photos and design for the poster.</li> <li>-Silver sponsor deadline Wednesday June 20. Silver sponsors are included on poster.</li> <li>- The Committee discussed the possibility of usable photos for future years.</li> </ul>	<ul style="list-style-type: none"> <li>-Carolyn will implement the suggestions from the Committee and create the poster.</li> <li>-Concept of the poster will be presented next Wednesday</li> <li>-Promotion by Cogeco – June 20 at 10 am – Gary and Carolyn will attend.</li> <li>-Niagara Nights of Art printed material will be produced to a maximum of \$1,000.</li> <li>-Banner Ads will beginning in print on June 21.</li> <li>-No extra poster for the Family Walk</li> <li>-Bea will arrange a Photo with Lucchetta Homes and the PATC.</li> </ul>
<p>5. Vendor Meeting 6:00pm</p>	<p>Separate minutes were taken for</p>	

# Pelham Summerfest 2012 Committee Meeting MINUTES

2012

WEDNESDAY June 13, 2012 Council Chambers 4:00pm

	this meeting.	
<p>6. Park Layout</p> <ul style="list-style-type: none"> <li>• Todd</li> <li>•</li> </ul>	<p>Todd was meeting with Pat Haftar on Thursday morning to confirm park layout. He will update committee at next meeting.</p>	
<p>7. Subcommittees: Quick Updates</p> <ul style="list-style-type: none"> <li>• Food &amp; Beverage</li> <li>• Retail Vendor</li> </ul> <ul style="list-style-type: none"> <li>• Niagara Nights of Art</li> <li>• Sponsorship – Kathleen</li> <li>• Logistics – Vickie</li> <li>• Entertainment – Gary</li> <li>• Active Zone – Bea</li> </ul>	<p>Vendors are still being accepted although confirmations once approved. The Committee will review Retail vendors next meeting. Retail vendors that want to participate in the Retail Vendor Passport will need to submit prior to June 22 to be included.</p> <p>The Niagara Nights of Art Committee met and reviewed applications.</p> <p>Bea circulated an overview of the Active Zone activities for the four day event.</p>	<p>Vickie and Katie Applicants will notified and NNA Agreements will be signed accordingly.</p>

# Pelham Summerfest 2012 Committee Meeting MINUTES

2012

WEDNESDAY June 13, 2012 Council Chambers 4:00pm

<ul style="list-style-type: none"><li>• Kids Zone – John Photo Booth Not Available</li><li>• Beer Pavillion – Todd</li></ul>	Todd updated the Committee on the Beer Pavilion design and engineering.	
7. Volunteers Required:		
9. Next Meeting: <ul style="list-style-type: none"><li>• <b>Wednesday June 27 , 4:00 p.m.</b> Council Chambers</li></ul>		
10. Adjournment:		