

**Pelham Summerfest 2016 Committee Meeting
June 15, 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 • Craig Genessee, By-law Enforcement • Bob Lymburner, Fire Chief 	<p>In Attendance:</p> <p>Jodi Hendriks Vickie vanRavenswaay Sally Jaeger Gary Accursi Bill Gibson Sofia Labricciosa Candy Ashbee Michelle Stewart Craig Genessee Derek Dallman</p> <p>Regrets:</p> <p>Matt Leask John Wink</p>	
<p>1. Additions to the Agenda</p>	<p>Entertainer presentation Wrist banding</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended: Moved by: Bill Gibson Seconded: Sofia Labricciosa CARRIED</p>	
<p>3. Approval of Minutes – June 8, 2016</p>	<p>Minutes of June 8, 2016 approved as circulated. Moved by: Sofia Labricciosa</p>	

	<p>Seconded: Candy Ashbee CARRIED</p>	
<p>4. Security & Parking</p>	<p>Craig & Derek reviewed parking/ security Derek to be working all weekend</p> <p>Security stationed at all entrances and overnight – volunteers at entrances for wristbands.</p> <p>Staff to look into ear pieces for the festival communication</p> <p>Security supervisor to be in contact with Derek – on site contact is Vickie</p> <p>Reviewed Car show Sunday security/by law requirements</p> <p>Attendance counts – every 2 hours</p> <p>Discussed Sunday car show logistics with cars waiting</p> <p>Baptist church wedding on Saturday</p> <p>Craig to meet with Jason from Star Security to reiterate requests</p>	<p>Staff to follow up one ear pieces</p> <p>Sally to send form to By Law</p> <p>Staff to follow up</p>
<p>5. Marketing & Promotion – Candy</p>	<p>Newspaper advertisement border to make it darker so it stands out</p> <p>Sally & Candy made changes to the app been</p>	<p>Staff to follow up with Ana</p>

	<p>sent to Apple to be approved</p> <p>Updates to the website – see if links can be added to the home page banner for each</p> <p>“Wrist banding in effect” social media, article and add to webpage</p>	<p>Candy to look into updates</p> <p>Candy & Sally to work together</p>
6. MYAC Update - Sofia	<p>No go for library babysitting Volunteers for Summerfest</p> <p>MYAC to do popcorn/ sour key sales proceeds to go to Fort McMurray</p>	<p>Sofia to follow up with a list of volunteers</p> <p>Sofia to coordinate</p>
7. Wine Glasses Update	<p>Vickie to follow up on wine glasses over email</p>	<p>Vickie to follow up</p>
8. Car Show Update	<p>19 registered so far; Corvette Club still coming numbers unknown</p> <p>Reviewed signage locations along Highway 20 & Sunday Car show layout handout</p> <p>Developed a list of requirements</p> <p>Swag bag thank you letter should be from the Chair and possibly the Mayor</p> <p>Sponsorship update – Baron Roofing stock car to bring on site; Candy to send CAA & Canadian Tire Auto Club and Jiffy Lube contacts to Bill</p>	<p>Sally to coordinate</p> <p>Candy to send to Bill</p>

	<p>Candy to connect with Welland car show happening on Sat July 16 to add our car show promo flyer</p> <p>Signs, stakes and trophies finished</p>	Candy to follow up
9. Vendor Layout Review ** Carolindas	<p>La Boite de Ssoliel to be on the street with all other Pelham vendors</p> <p>Carolindas: retail vendor \$175 or food vendor \$400</p>	<p>Jodi to follow up</p> <p>Jodi to follow up</p>
10. Sponsor Update * Gold Sponsor Photo Op with Big Cheque	<p>John to do cheque presentations</p> <p>Quick interview promoting Summerfest</p>	Sally to set up date once John is back
11. Financial/Budget Update	Deferred	
12. Other Business:	<p>Different colour wrist bands for each day</p> <p>Wristbanding to be done at each entrance</p> <p>Thurs, Fri & Sat and ticket sales on Sunday</p> <p>Pop up tent, folding table & 2 chairs required at each entrance</p> <p>Meeting to be scheduled with Festival Licensing participants and AGCO inspector one week before event</p> <p>Follow up with service clubs</p> <p>First aid – Fire Fighters on scene Thursday, Friday and Sunday. St John’s Ambulance Sat</p>	<p>Sally to request</p> <p>Sally/Vickie</p>

	<p>Seniors bike valet on Saturday</p> <p>Motion after discussion that the Request from NOTL Uksters to make an on stage presentation to Pelham cares not be permitted and further that only presentations made by the Committee or the Town of Pelham be permitted during the Festival.</p> <p>Moved by: Michelle Seconded by: Sofia Labricciossa CARRIED</p> <p>Reviewed Halco update Motion to accept the quot of \$4200 from Halco for the supply of portable washrooms, and further that we enter into a 3 year agreement as per quote</p> <p>Moved By: Bill Gibson Seconded: Candy Ashbee CARRIED</p>	
<p>13. Next Meeting:</p>	<p>Volunteer Schedule First aid follow up Financial Update Critical Path Invite Ryan & Kim to next meeting Logistics</p>	

14. Adjournment	Motion to adjourn at 6:50pm Moted: Bill Gibson Seconded: Michelle Stewart CARRIED	
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