

Pelham Summerfest 2014 Committee Meeting

June 18, 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 	<p>In attendance:</p> <p>Vickie vanRavenswaay Gary Accursi Bea Clark Sally Jaeger Todd Barber Bea Clark Natalie Stickles – Partial (5:20 pm)</p> <p>Regrets: John Wink Kathleen Goodman</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: Todd Seconded by: Bea CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of June 11/14 approved as circulated Moved by: Bea Seconded by: Todd CARRIED</p>	

<p>4. Media-Promotion</p> <ul style="list-style-type: none"> • Stage Banner 	<ul style="list-style-type: none"> • Committee gave additional info on transportation/shuttle route • Wrap – Voice requesting cut out on wrap so their masthead is visible – Committee don’t see how this would work • Bizlink – Natalie presented info on 8 pg Pelham/PBA insert in which she has acquired a free ½ pg ad for Summerfest • Stage banner – Committee ok with Pelham Printing – PO required • Natalie needs required text for sign post • Site map was reviewed – Committee will revise further • Website review – Melissa not clear on what Committee wants 	<p>Natalie to revise ad & circulate Natalie to talk to Voice for clarification/options</p> <p>Natalie to email details to Sally – Sally will do PO Committee will review</p> <p>Sally will revise Friday events as example</p>
<p>5. Daily Scripts</p>	<p>Bea presented the draft daily scripts and Committee reviewed.</p>	<p>Bea will revise as per Committee’s comments</p>
<p>6. Bar Design - Todd</p>	<p>Todd reviewed updates to bar design</p> <ul style="list-style-type: none"> • Umbrellas are purchased • Awaiting final ok from engineer <p>Requirements from Party Shoppe were reviewed</p>	<p>Sally to enter PO</p>
<p>7. Active Zone Budget – Bea</p>	<p>Motion to approve Active Zone budget made by Todd, seconded by Gary – CARRIED</p>	
<p>8. Layout</p>	<p>Overall layout was reviewed and revisions noted for site plan map</p>	<p>Sally to communicate changes to Natalie</p>

9. Other Business:	Gallery in the Church - Kinettes are on board to host 1-4 pm - signage required;	
10. Next Meeting:	Wednesday, June 25 at 4:30 pm Items for next week:	
11. Adjournment	Meeting adjourned at 7:15 pm	