

**Pelham Summerfest 2015 Committee Meeting
June 2, 2015 – Mickette Meeting Room, 4:00 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Natalie Stickle, 5 x5 Design Studio • Ryan Moffatt, MYAC • Bill Gibson, PATC 	<p>In Attendance: Ryan Moffatt Jodi Hendriks Vickie vanRavenswaay Sally Jaeger John Wink Bill Gibson</p> <p>Regrets: Gary Accursi Kathleen Goodman</p>	
<p>1. Additions to the Agenda</p>	<p>Ryan to follow up with Natalie re: radio commercials</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Ryan Moffatt Seconded by: Bill Gibson</p> <p>CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of May 26/15 approved as circulated Moved by: Ryan Moffatt Seconded by: Bill Gibson</p>	<p>Sally to forward minutes to Clerk</p>

	CARRIED	
4. Media & Promotion – Poster, cheque presentations?	<p>Enbridge & Halco to be added as gold sponsor Add Town as Diamond Sponsor under the sponsor listing page on the website Add Teen Talent and Movie night Add teen talent hosted by MYAC and description to website</p> <p>Cheque Presentations – Natalie will coordinate</p> <p>Biography about committee members</p> <p>Concern about our closing country singer – his webpage focused on opera Risk Management – Photos of people need a photo opt out option (sticker?) have sign designed at main entrances</p>	<p>Staff to verify sponsors to date</p> <p>Committee members to send Bio to Sally</p> <p>Staff to follow up with signs & stickers</p>
5. Vendors – Peace Park & Late applications	<p>Rose City Pizza and Summertime Lemonade offer them Peace Park at a reduced rate Will present applications as they come in Bottles of water not be given out for free</p>	<p>Sally to contact</p> <p>Water to be discussed with Gary when he returns</p>
6. LaFarge Focus	<p>Prefer to be located on Pelham Street at south end and tie in with PATC Focus is on road safety not to have kids climbing on trucks - want to showcase the blind spots of the trucks - hand out bike bells Will disable air horn</p>	<p>PATC to confirm with Lafarge location of trucks on Pelham street</p>
7. Critical Path	<p>New entrance maps Shuttle signage and promotion make consistent</p>	<p>Sally to follow up with DanNel for booking</p>

	<p>schedule ie bus arrives on the hour Small bus is requested</p> <p>Food tickets for swim regional participants</p> <p>Sponsorship on track Need Sunday volunteers for Kids Zone No touch a truck promotion Active Zone (see activity listing attached) Sun hut confirmed to come in – no water wagon Ed from Welland to run bike Valet Emergency management plan – confirm in 2 weeks Purchased 8 wine barrels for the wine garden set up, Super Market, Summerfest & Christmas in Pelham to split the cost of the barrels Supper Market 10 cruiser tables Road closed Thursday 8 am Need to follow up with beer cribs</p> <p>Volunteers – will be recruiting this month, Tim Toffolo short on hockey players, reach out to the schools YMCA volunteers/ other community groups Migrant workers Notre Dame cheerleaders Fencing – cut back about 500 feet because Supper Market purchased fencing Focus on layout on street Friday/ Saturday Movie night – start at 8pm, not dark enough 2 movies with 4 hour run time. 2014 start of movie</p>	<p>Sally to remind food vendors</p> <p>Bill to email activity list to Sally</p> <p>Sally to find out what happened to beer cribs – need picture and size Staff to phone principals to recruit volunteers</p> <p>Staff to reach out Staff to reach out Staff to reach out</p> <p>Ryan to follow up with MYAC to choose one movie. Staff to follow up with Martha</p>
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	time wasn't until 9:30pm. Recommendation to show one long movie	
8. Other Business:	Ryan to attend meeting about logistics MYAC talent show length and entertainment Butko proposal declined direct competition with Natalie	Staff to follow up with Public Works Ryan to follow up with MYAC
9. Next Meeting:	Tuesday, June 16 th 4:00pm	
10. Adjournment	Adjourn meeting at 5:30pm Moved by: Bill Gibson Seconded by: Ryan Moffat CARRIED	