

SUMMERFEST COMMITTEE MINUTES

MEETING DATE: Tuesday, June 29th, 2018 – 5:30 PM
Town of Pelham, North Wing, Fonthill

Present:

John Wink (Committee Chair)
Bill Gibson (PATC)
Bill Sheldon (Resident)
Sally Jaeger (Special Events & Festivals Programmer)
Alison Brown (RCW Administrative Assistant)
Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)
Sofia Labricciosa (MYAC)
Matthew Leask (Welland/Pelham Chamber of Commerce)

Absent with Regrets:

Councillor Gary Accursi
Candy Ashbee (PBA)
Rachel Dent (RCW Intern)

1 DECLARATION OF QUORUM AND CALL TO ORDER

The Chair, John Wink, declared quorum and welcomed everyone

2 ADOPTION OF AGENDA

Moved by: Bill Sheldon
Seconded by: Matt Leask

THAT the agenda for the June 20th, 2018 Summerfest Committee Meeting be approved as amended.

CARRIED

3 DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by: Sofia Labricciosa
Seconded by: Matt Leask

THAT the minutes from the May 29th, 2018 Summerfest Committee Meeting be approved as amended.

CARRIED



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5 SECURITY REQUIREMENT REVIEW

- 5.1 Discussion around elimination of gate between Fonthill Flats & Gelato Village. Decision around removing the entrance in this area. Sally to follow up on security requirements.
- 5.2 Sally followed up on portable lights in Peace Park, they are run by a plug. Decision was made to have the lights both Friday and Saturday. Sally will confirm.

6 SUNDAY BREAKFAST

- 6.1 Font Coffee Car interested in coming out Saturday for business promotion on street and are interested in donating coffee, cream, sugar, etc. on Sunday. A sponsorship opportunity has also been offered to them. Sally to follow up.
- 6.2 Should consider placing an order with Wholesale Club earlier to ensure supplies are in stock. Cut back on fruit (4), potatoes (5) and eliminate ham. May need to look at having the propane tank there on Saturday Night, so food can start being prepared earlier Sunday morning.

7 COMMITTEE SHIRTS – Last chance to order more if you need them

8 COMFORT MATS FOR BAR STAFF

Discussion around whether to purchase or rent comfort mats for the bar for servers and bar staff. Decisions was made to not purchase any mats for this year's Summerfest.

9 BEBE STATION

Inquiry from Bebe Station regarding setting up a baby changing and feeding station, 10x20 tent. This also includes, diapers, wipes, water, samples from sponsors, etc. Discussion around whether to include them this year. Jodi to find a location for them. Candy to promote on social Media as a new family service.

Moved by: Bill Sheldon
Seconded by: Bill Gibson

THAT the Summerfest Committee has decided to book the Bebe Station.

CARRIED

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10 OPIOID AWARENESS KITS

Discussion around having promotional materials from Health Canada regarding the Opioid crisis on site at first aid stations or in washrooms. Sally will follow up with Bob regarding Opioid promotional material, emergency procedure and security training.

11 OTHER BUSINESS:

11.1 Bill Gibson gave an update on the Legacy Project.

11.2 A review of shuttles booked from last year took place. Decision to add a direct shuttle from Arena to Festival to MCC to Festival. Cut out Arena stop in Fenwick bus route. Municipal Parking lot in Fenwick to Old Pelham Town Hall to Ridgeville. Sally to reach out to Lacrosse tournament organizers to see what their schedule is like at MCC over the weekend.

12 NEXT MEETING

12.1 Tuesday, June 26, 2018 – 5:30 pm

13 ADJOURNMENT

Moved by: Bill Sheldon

Seconded by: Bill Gibson

The meeting of the Summerfest Committee, June 20th, 2018 was adjourned at 7:05 pm.

CARRIED

CARRIED