

**Pelham Summerfest 2017 Committee Meeting  
June 21, 2017 – Council Chambers 5:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – John Wink, Pelham Business Association</li> <li>• Councillor Gary Accursi</li> <li>• Bill Gibson, PATC</li> <li>• Candy Ashbee, PBA</li> <li>• Michelle Stewart, Pelham Resident</li> <li>• Matthew Leask, Welland/Pelham Chamber of Commerce</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Rachel Ahle, RCW Administrative Assistant</li> <li>• Mackenna Belding, MYAC</li> <li>• Cameron Copping, Special Events Intern</li> </ul>	<p>In Attendance: Candy Ashbee John Wink Gary Accursi Vickie vanRavenswaay Sally Jaeger Mackenna Belding Matthew Leask Michelle Stewart</p> <p>Regrets: Bill Gibson Rachel Ahle</p>	
<p>1. Additions to the Agenda</p>	<p>Volunteer Roles Food Vendor Update</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt the agenda as amended Moved by: John Wink Seconded by: Candy Ashbee CARRIED</p>	
<p>3. Approval of Minutes – June 7, 2017</p>	<p>Motion to accept the minutes of June 7, 2017 Moved by: John Wink Seconded by: Candy Ashbee</p>	<p>Rachel to send to Clerk</p>

		CARRIED	
4.	Youth Sub-Committee Update	<p>Brock and Youth Committee want Ultimate Frisbee, space considerations – tailor it to available space. Frisbee golf is an option, baseball clinic.</p> <p>Suggested lanyards and card holders for cell phones as promo items (Brock).</p> <p>Potential DJ for between bands.</p> <p>Consider/reach out to Jessica Wilson, Cameron Lee to perform.</p> <p>Karaoke, DJ as backup?</p>	<p>Waiting on Brock for promo items</p> <p>Sally to follow up with skatepark instructors &amp; coordinate with Brock</p> <p>Sally awaiting DJ cost</p>
5.	Stage Banner	Vinyl banner decided	Sally to price out
6.	Shuttle Schedule & Promotion	<p>Addition of second shuttle, Town Hall to Arena to compliment regular transit (20 minute loop). Main route will include Fenwick loop, Fonhill loop, buses drop off at Meridian – add in Ridgeville stop</p> <p>Portable toilets at Meridian for end of night.</p> <p>Extra buses for the end of the night.</p> <p>Next meeting, photo shoot with transit and committee shirts (Candy for social media).</p>	<p>Staff to contact Sharp to discuss new routes</p> <p>Sally to set up meeting for bus photo shoot</p> <p>Sally to modify PO</p>
7.	Prohibition Beer	<p>Prohibition sold to 19+ only, in can (wristband)</p> <p>Prohibition sold Thursday, pull it if unsuccessful.</p> <p>Promote as 19+ to consume any “beer” product.</p>	
8.	Promo Items – Can koozies, wine glasses?	<p>Can koozies for car show ~\$1.25 for koozie</p> <p>Motion to purchase same amount of koozies for approximately same price as 2016</p> <p>Moved by: Matt Leask</p> <p>Seconded by: Michelle Stewart</p> <p>CARRIED</p>	Sally to follow

<p>9. Review of “No Outside Food or Beverages”</p>	<p>No coolers permitted. backpacks and purses will be checked, liquids must be dumped or returned. No outside beverages – must be advertised and visible. Water to be given to individuals who bring water bottles at the gates</p>	<p>Candy to push via social media Sally to follow up with signage</p>
<p>10. Vehicle Violence Prevention</p>	<p>Large trucks/ vehicles used at gates for safety. Bob to come in and explain location for vehicles (next week, or the following week).</p>	
<p>11. Ridesharing Proposal</p>	<p>Discourages shuttle and transit, safety concerns – not interested Put WeDrive onto app, push it at the end of the evening.</p>	<p>Sally to inform that Summerfest is not interested  Sally to reach out to WeDrive, ask for deal based on promotion</p>
<p>12. Car Show</p>	<p>Road signs will be completed, trophies may be shown at next meeting, graphics will be shown at next meeting, Bill to promote at three car shows before next week. Car registrations are still coming in.</p>	
<p>13. Other Business: Food Vendor, Volunteers, Service Clubs</p>	<p>Cool Licks interested in being on site for Saturday and Sunday – BBQ for hamburgers and hotdogs. No Little Caesars for Summerfest.  Thursday: Committee is serving 4-7:30, 7:30-10:30. Sunday: Committee is serving. Will need assistance with bar-back during evenings.  Kinettes and Kinsmen in for Saturday, waiting on</p>	<p>Sally/ Jodi to reach out to inquire for fries &amp; pizza  Sally to confirm with Marble Slab that working with Cool Licks is ok  Vickie to coordinate staffing  Candy to put out standard volunteer call-out</p>

	<p>final paperwork from Rotary Club, waiting on Lions.</p> <p>Waiting to hear back from fence company, they are developing solutions. 6' panels can be locked together. They are developing a quote for installation for difficult areas for next year.</p>	
14. Next Meeting:	<p>Bus photo shoot</p> <p>Security update</p> <p>Fencing update</p> <p>Service Club update</p>	
15. Adjournment	<p>Motion to adjourn at 6:55 pm</p> <p>Moved by: Michelle Stewart</p> <p>Seconded by: Mackenna Belding</p> <p>CARRIED</p>	