

**Pelham Summerfest 2016 Committee Meeting
June 22, 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 • Kim Holland, Parks • Ryan Cook, Roads 	<p>In Attendance:</p> <p>Jodi Hendriks Vickie vanRavenswaay Sally Jaeger Gary Accursi Bill Gibson Candy Ashbee (arrived at 5:30pm) Michelle Stewart Kim Holland Ryan Cook Matt Leask</p> <p>Regrets:</p> <p>John Wink Sofia Labricciosa</p>	
<p>1. Additions to the Agenda</p>	<p>Bob the clown request</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended: Moved by: Matt Leask Seconded: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes – June 15, 2016</p>	<p>Minutes of June 15, 2016 approved as circulated.</p>	

	<p>Moved by: Bill Gibson Seconded: Matt Leask CARRIED</p>	
<p>4. Update – Parks & Roads</p>	<p>Fencing requirements reviewed</p> <p>22 Hwy 20 W ramp placement discussion</p> <p>Reviewed road closure times</p> <p>Advance warning signs of road closures to be placed by July 11th</p> <p>Bar setup: Ryan to meet with Ryan from Square Roots. Also need size of the tubs to build tub cribs.</p> <p>Sunday morning barricades need to be placed in Farmers Market parking lot for vendors</p> <p>Mats delivered Friday morning to Town Hall</p> <p>All communications through texting</p> <p>Thursday bar in Peace Park to be set up Wednesday</p> <p>Cord covers to be built by Committee members</p>	<p>Fencing company to contact Roads (Ryan) Gary to follow up with Ryan re: Pelham printing lunch breaks Ryan to send reminders to businesses the week before</p> <p>Roads to coordinate</p> <p>Sally to send size of tub cribs</p> <p>Ryan to send weather link to Gary Parks to Coordinate</p> <p>Committee members to have cord covers built</p>
<p>5. Marketing & Promotion – Candy</p>	<p>Cannot hyperlink the banner on the website Candy to update the app</p>	

		Print media on track	
6.	MYAC Update - Sofia	Not in attendance	
7.	Wine Glasses Update	<p>Motion made to purchase wine glasses (432) with the Summerfest logo etched into the glasses. Distribution of glasses is 100 Friday night, 150 car show, 100 Saturday night and the rest for storage or for sale for \$3.</p> <p>Motion made to purchase beer koozies with the Summerfest logo on the koozies. Distribution of Koozies is 100 Friday, 150 car show, 100 Saturday and the rest for storage/ purchase for \$3.</p> <p>Moved by: Bill Gibson Seconded: Candy Ashbee CARRIED</p>	Staff to follow up/ order
8.	Car Show Update	<p>Signs have been designed/built</p> <p>Reviewed sponsors of the car show trophies</p> <p>26 pre-registered vehicles</p> <p>Awards to be presented at 3pm on Sunday</p>	
9.	<p>Volunteer Schedule</p> <p>* Fenwick Lions</p>	<p>Service Clubs to help serve and wristband</p> <p>Correspondence received & reviewed from the Fenwick Lions.</p> <p>Volunteer schedules have been sent out to the service clubs, need to schedule volunteers prior to next Wednesday.</p> <p>Motion made to direct Vickie to invite the</p>	

	<p>Kinettes service club to partner with Summerfest. Moved by: Candy Ashbee Seconded by: Matt Leask CARRIED</p> <p>Motion made to base the split between service clubs to proportionally based on volunteer hours provided. Moved by: Bill Gibson Seconded: Matt Leask CARRIED</p>	
<p>10. Financial/Budget/Logisitics Update</p>	<p>Reviewed preliminary financial Shuttle schedules to be looked at Shuttle to be promoted through social media Add Summerfest shuttle on the website</p>	<p>Staff to review</p>
<p>11. Critical Path Update</p>	<p>Look into signage requirements</p>	<p>Staff to review</p>
<p>12. Other Business:</p>	<p>Motion made to approve Bob the Clown’s request for Saturday & Sunday that we also pay for his travel expenses from residence to the venue, provide lunch/ breakfast and balloon supplies. Moved by: Matt Leask Seconded: Candy Ashbee CARRIED</p> <p>Monkeynastics – approved to come Saturday & Sunday</p>	<p>Staff to coordinate</p>

<p>13. Next Meeting:</p>	<p>Peace Park Layout Sign requirements Labatt update Koozies Committee Roles & Schedules</p>	
<p>14. Adjournment</p>	<p>Motion to adjourn at 6:45pm Moved by: Matt Leask Seconded by: Candy Ashbee CARRIED</p>	