

**Pelham Summerfest 2015 Committee Meeting
June 23, 2015 – Milette 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: Gary Accursi Kathleen Goodman Vickie vanRavenswaay Sally Jaeger Bill Gibson Ryan Moffatt</p> <p>Regrets: John Wink Jodi Hendriks</p>	
<p>1. Additions to the Agenda</p>		
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: Ryan Moffatt Seconded by: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of June 16/15 approved as circulated Moved by: Bill Gibson Seconded by: Ryan Moffatt CARRIED</p>	<p>Sally to forward to Clerk</p>

<p>4. Public Works – Ryan Cook</p>	<ul style="list-style-type: none"> • Ryan will share 2014 requirements with Kim to assign to appropriate personnel for 2015 • Only change is closure under Arches starting Thursday at 7:30 am and bar will arrive at 8 am. • PW wanted road closure on Friday at 8 am instead of noon. • Would like to set up “ramp” behind Pelham Printing as soon as possible • Locates are needed for Peace Park • Ryan will be weather monitor for event 	<p>Ryan to see about report to Council to request Vickie to follow up with D. Metler Ryan will look after</p>
<p>5. Media & Promotion</p>	<ul style="list-style-type: none"> • The poster was reviewed and finalized • Big cheque presentation to take place Friday, June 26 at 3 pm • • Radio commercials will start next week • Stage banner will need to be printed • Wrap to be edited by committee members for next week 	<p>Natalie will send to print Sally to contact gold and up sponsors; Natalie to send graphics to Sally to print on plotter Natalie to contact printer & get quote to Sally for PO</p>
<p>6. Vendors – Late applications Timeworn Dock Co. Red Diamond Nuts YMCA of Niagara The Sun Works Fashion U Turn</p>	<p>Late applications were reviewed and accepted</p>	<p>Sally to follow up with vendors</p>
<p>7. Peace Park Layout/Furniture</p>	<p>The Peace Park layout was reviewed. A shade tent is required</p>	<p>Sally to make copies of Peace Park layout for Gary to plot</p>

		layout; Gary will get bouncer dimensions from Niagara Inflatables
8. Budget Review	Deferred to next meeting	
9. Other Business:	Pelham Street hydro – not working out with In the Orchard; looking at Forest Green or a generator as alternatives Photo Booth – let it go for this year	Sally to contact vendor
10. Next Meeting:	Tuesday, June 30, 2015 4:00 pm	
11. Adjournment	Meeting adjourned at 5:15 pm	