

Pelham Summerfest 2013 Committee Meeting

June 26, 2013, 2013 – Council Chambers, 4:30 pm

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – Councillor Gary Accursi • Bea Clark, Pelham Active Transportation Committee, Chair • Todd Barber, Chair, Downtown Beautification Committee • John Wink, Past Chair, Pelham Business Association • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Admin. Assistant, Recreation, Culture & Wellness 	<p>In attendance:</p> <p>Gary Accursi Vickie van Ravenswaay John Wink Sally Jaeger Bea Clark Todd Barber Kathleen Goodman Natalie Stickles Jessica Ruddell Ryan Cook</p> <p>Regrets</p>	
<p>1. Additions to the Agenda</p>	<p>Scripts</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as Moved by: Todd Seconded by: ?? CARRIED</p>	

<p>3. Approval of Minutes</p>	<p>Minutes of June 12/13 approved Moved by: Seconded by: CARRIED</p>	<p>Approved minutes to be forwarded to Council – Sally</p>
<p>4. Pelham Night of Art Update – Jessica Ruddell & Todd</p>	<p>Applications coming in</p> <p>MYAC have chosen 5 potential movies – survey to select will be put on website</p> <p>Need to designate one drop off/pick up spot at Municipal parking lot</p> <p>Todd presented most current design, details and costs for community art wall. Motion to authorize expenditures and go ahead made by Bea, seconded by Kathleen, CARRIED</p>	<p>Jessica to forward selections to Natalie</p> <p>Jessica to follow up with PNOA for additional volunteers</p>
<p>5. Public Works Update – Ryan Cook</p>	<p>Ryan presented his preliminary Work Plan – Clarifications and additions were made</p>	
<p>6. Media/Promotion Update – Natalie Stickles</p>	<p>Committee approved inclusion of Niagara College Fine Arts program in PNOA</p>	<p>Natalie will follow up with NC to find out requirements</p>

	<p>Map was reviewed and revisions made</p> <p>Bill board will be going up next week</p> <p>Art Zone is being featured in next week's media</p> <p>Meeting with Sun Media tomorrow to straighten out issues with contracted services</p> <p>Commercial has been recorded and will start airing next week.</p> <p>Response to on-air contest contributions was overwhelming.</p> <p>Website was reviewed. Some changes still need to be made re sponsors, additional information. Committee approval to pay Melissa over and above contract price if hours are exceeded.</p>	<p>Natalie to revise</p> <p>Natalie & Sally to attend meeting</p> <p>Natalie will follow up with Melissa. Bea will also help revise.</p>
<p>7. HOCO Promotional Request</p>	<p>Request has been received from HOCO for cross promotion. Committee ok with this if link is put on "Accommodation" page</p>	<p>Natalie will follow up</p>

<p>8. Stage Regulations - Gary</p>	<p>New regulations from MoL has necessitated a change in the provider of the main stage. Costs will increase but provider will offer discount on 3 yr commitment. Committee approved.</p>	
<p>9. Wine Garden Update - Todd</p>	<p>Todd presented report on wine garden, selection etc. and discussion took place re prices and pour sizes. Glasses from 2012 will be used on Thursday, real glass on Friday, 125 ml pours.</p> <p>Motion made by John, seconded by Kathleen for Todd to make arrangements for provision of beer, wine & glassware.</p> <p>Todd presented proposed design/layout for wine garden.</p>	<p>Todd</p>
<p>10. Pancake Breakfast</p>	<p>Gary spoke with Allan from Enbridge who suggested we simplify the menu. Needs a 20'x20' space. Will arrive at 7:30 am.</p>	<p>Gary will follow up</p>
<p>11. Layout Review – Pelham St & Park</p>	<p>Vickie updated Committee on AGCO regulations.</p> <p>Latest layout of Pelham Street was reviewed and some clarifications</p>	<p>Vickie to fine tune</p>

	made. Layout for Park was discussed.	
12. Volunteer Requirements	Most members are good or need a few volunteers. Kathleen may be able to provide a few extra. Natalie suggested a call out for student volunteers in conjunction with movie night survey. Must be prepared to attend orientation/training the week before.	Members to let Vickie know of their requirements
13. Budget	Committee requested list of 2012 sponsors who have not contributed in 2013 to see if we can follow up with personal connections	Sally to update
14. Critical Path		
15. Other Business:	<ol style="list-style-type: none"> 1. Script - Bea will work on this for 2013 2. Free draw for Napoleon BBQ donated by Todd for info gathering – ballot as tear off on wrap & ind. ballots. 3. Counts are needed 4. Council has invited Committee to make power point presentation of individual areas at July 15 Council mtg. 	<p>Bea</p> <p>Natalie to develop ballots</p>

	5. Recognize Natalie for in kind sponsorship – Gold level	
16. Next Meeting: * Wednesday July 3, 4:30pm Council Chambers * Agenda items?		
17. Adjournment	Meeting adjourned at 8:55 pm	