

**Pelham Summerfest 2017 Committee Meeting
June 28, 2017 – Council Chambers 5:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Bill Gibson, PATC • Candy Ashbee, PBA • Michelle Stewart, Pelham Resident • Matthew Leask, Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Rachel Ahle, RCW Administrative Assistant • MacKenna Belding, MYAC 	<p>Regrets: Gary Accursi Matthew Leask</p>	
<p>1. Additions to the Agenda</p>	<p>Demographic Surveys Beer Update Transit Window Signs Media/Marketing Update</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to accept agenda as adopted Moved by: Mackenna Belding Seconded by: Candy Ashbee CARRIED</p>	
<p>3. Approval of Minutes – June 21, 2017</p>	<p>Approval of Minutes from June 21 Moved by: Bill Gibson</p>	

	Seconded by: Mackenna Belding CARRIED	
4. Youth Sub-Committee Update	Committee was informed of progress on Teen Zone DJ will perform between 3-9PM Motion to pay DJ fees of \$500.00 to play at Teen Zone from 3-9PM Moved by: Candy Ashbee Seconded by: Mackenna Belding CARRIED Security required from 3-10pm	Rachel to email Candy with details
5. Service Club/Volunteer Update - Vickie	No update on Service Club volunteers yet Community volunteers discussed	Committee to reach out to friends, community groups Rachel to send Candy volunteer needs Rachel to send out Volunteer Shifts
6. Fencing Quote/solutions - Sally	Out Front surveyed land: 200pc of 4ft fencing + 6ft panels to total \$1300 Out Front Staff to install 6ft panels between buildings \$150/hr = \$350 for full installation on Friday All 4ft panels would be dropped off on Wednesday for Parks staff to set up on Thursday and Friday Double fencing in select areas Motion to spend an additional \$750.00 on fencing compared to 2016 fees Moved by: Bill Gibson Seconded by: Michelle Stewart	Ensure Staff and Contractor work together to cover all areas Sally to set meeting with Public Works to discuss Out Front proposal

	CARRIED	
7. Security Update	Additional security needs have been met	Sally to confirm with Craig Sally and Vickie to review security schedule
8. Signage Requirements	Consolidated Signage needs for new rules: NO OUTSIDE LIQUIDS, NO DOGS, WRISTBANDING IN EFFECT, DOWNLOAD THE APP, NO BIKES THROUGH, NO SMOKING Road Closure Signage to include WELCOME TO SUMMERFEST at Hwy 20 entrance Hwy 20 Road signs are up Signage that Pelham Street Businesses are OPEN	Sally and Rachel to work on signage
9. Car Show	Volunteers secured Signs complete Trophies to be completed tomorrow Sponsors reviewed	Bill to attend car shows Staff to ask surrounding businesses for goodie bag supplies 150 quantities. IN BY MONDAY JULY 10
10. Other Business:	Beer Update: John discussed with Jordan: Order was placed for cider, beer, and radler Prohibition requirements discussed: 20 cases from Costco (incorporate Anti-Drinking and Driving Promo) Labatt's Trailer and staff to load and unload Thursday and Sunday Oast Keg Storage: Limited to 4 kegs in our cold storage	

	<p>Demographic Survey Questions</p> <ul style="list-style-type: none"> - Gender - Age range (Millennials up to 30, 30-50, Boomers 50+) - Area from (city specific all regional cities and other out of Niagara, other out of province) - Reason for attending (food, music, activities, car show, etc, all of the above) - Returning customer? - How many days did you/plan to attend? - Rate festival <p>Ambassador to ask select questions, go through the line ups</p> <p>Transit Window Signage: Request to go on Town Hall windows</p> <p>Media Update: Country night swapped with Teen Zone</p>	
<p>11. Next Meeting:</p>	<p>Demographic Survey Review Volunteer Update Daily Scripts Emergency Management Plan Vendor Update July 6, 2017</p>	
<p>12. Adjournment</p>	<p>Motion to adjourn at 7:30</p>	

	Moved by: Candy Ashbee Seconded by: Michelle Stewart CARRIED	
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