

SUMMERFEST COMMITTEE MINUTES

MEETING DATE: Tuesday, June 29th, 2018 – 5:30 PM
Town of Pelham, Council Chambers, Fonthill

Present:

John Wink (Committee Chair)
Bill Sheldon (Resident)
Candy Ashbee (PBA)
Sally Jaeger (Special Events & Festivals Programmer)
Alison Brown (RCW Administrative Assistant)
Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)
Sofia Labricciosa (MYAC)
Rachel Dent (RCW Intern)

Absent with Regrets:

Councillor Gary Accursi
Bill Gibson (PATC)
Matthew Leask (Welland/Pelham Chamber of Commerce)

1 DECLARATION OF QUORUM AND CALL TO ORDER

The Chair, John Wink, declared quorum and welcomed everyone

2 ADOPTION OF AGENDA

Moved by: Candy Ashbee
Seconded by: Bill Gibson

THAT the agenda for the June 29th, 2018 Summerfest Committee Meeting be approved as amended.

CARRIED

3 DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by: Sofia Labricciosa
Seconded by: Bill Gibson

THAT the minutes from the June 20th, 2018 Summerfest Committee Meeting be approved as amended.



**SUMMERFEST COMMITTEE
MINUTES**

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CARRIED

5 SUNDAY BREAKFAST

5.1 Still have not heard back from Font. Discussion around two options offered from Tim Hortons. One providing free coffee and one requiring them to pay a food vendor fee. Decision was made to wait to hear from Font Coffee Bar.

6 COMMERCIALS REVIEW

6.1 Review of draft commercials from Country 89. Sally to make minor changes.

7 CRITICAL PATH REVIEW

7.1 Promotion is on going – billboard will be up this week
SOP was received today
Signage – in progress – Gary will be working with Niagara AV on stage sign
A-frame signage – additions include Teen Zone and Kids Zone, Posters will be printed for next week, Marc is working on direct mail, Street banner will go up after Canada Day.
Furniture rentals are ordered
Beer and Wine providers on board
Radios are ordered
Sally is firming up shuttle service with Liz – Discussion around adding back Arena stop on Sunday
Water Wagon and Sun Hut – Booked
Breakfast – In progress
Sponsorship – Complete
Will discuss layout next meeting
Review Pelham Street vendors next week
Need to discuss with tattoo place regarding cutting off entrance with fencing

8 EVENT EMERGENCY MANAGEMENT PLAN

8.1 Minor changes to be made. Teen Zone will need to be updated for Saturday evening. Sally will complete and send to committee for review.

9 SUMMERFEST COMMITTEE MEMBER ROLES

9.1 Discussion and review of committee responsibilities from last year.
Need to purchased a Fitbit for the Fun Walk on Sunday morning.
Sally to send out email regarding committee availability for the weekend. John to meet with Max next week.

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10 OTHER BUSINESS:

- 10.1 Inquiry from Pelham Raiders regarding taking back the beer cans. Sally to follow up with Michelle regarding logistics.
- 10.2 Volunteers for bar are almost all confirmed. Need assistance/volunteers with wrist banding. Vickie to send a call out to Council members to help with wrist banding. Need additional volunteers for Kids Zone in the afternoon.
- 10.3 Update on SOP and licensing
- 10.4 Reefer Truck needs to be in the back on Thursdays. Sally to talk to Alex regarding where it can be plugged in.

11 NEXT MEETING

- 12.1 Tuesday, July 3, 2018 – 5:30 pm

12 ADJOURNMENT

Moved by: Candy Ashbee

Seconded by: Bill Gibson

The meeting of the Summerfest Committee, June 29th, 2018 was adjourned at 7:05 pm.

CARRIED