

**Pelham Summerfest 2016 Committee Meeting**  
**June 29, 2016 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – John Wink, Pelham Business Association</li> <li>• Councillor Gary Accursi</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Jodi Hendriks, Culture &amp; Community Enhancement Programmer</li> <li>• Bill Gibson, PATC</li> <li>• Sofia Labricciosa, MYAC</li> <li>• Candy Ashbee, PBA</li> <li>• Matthew Leask, Pelham Resident</li> <li>• Michelle Stewart, Pelham Resident</li> </ul>	<p>In attendance:</p> <p>Ana Mcknight                      Gary Accursi                      Matt Leask (left at 7:30pm)                      Jodi Hendriks                      Sally Jaeger                      Michelle Stewart (left at 6:30pm)                      Candy Ashbee                      John Wink                      Bill Gibson                      Vickie vanRavenswaay</p> <p>Regrets:                      Sofia L</p>	
<p>1. Additions to the Agenda</p>	<p>Art walls from previous years                      Car show                      Breakfast Update                      Vendor Update</p>	
<p>2. Adoption of Agenda</p>	<p>Michelle Stewart                      Candy Ashbee                      CARRIED</p>	
<p>3. Approval of Minutes – June 22, 2016</p>	<p>Bill Gibson                      Michelle Stewart                      CARRIED</p>	

<p>4. Marketing &amp; Promotion – Ana &amp; Candy</p>	<p>Newspaper Bolder background – yellow stand out</p> <p>Summerfest – video</p> <p>Newspaper wrap to be reviewed</p> <p>Add starburst “download Summerfest ad” to webpage/newspaper wrap</p> <p>Reviewed app functionality - App set to launch – July 1<sup>st</sup></p> <p>Summerfest Promotion at Canada Day</p> <p>Gold sponsor cheque presentations – Monday July 4<sup>th</sup> 1-4pm</p> <p>Stage Banner</p> <p>Push notification</p>	<p>Ana to send link to Candy</p> <p>Staff to review</p> <p>Staff to reach out to gold sponsors</p> <p>Staff to review and update</p> <p>Committee to think of some push notification</p>
<p>5. Signage Requirements</p>	<p>Reviewed signage requirements</p> <p>Active transportation signage to be updated</p> <p>Beer and wine garden signage</p> <p>Car show registration area</p> <p>Signage for Sunday vendors</p>	<p>Staff to review</p>
<p>6. MYAC Update - Sofia</p>	<p>Contact Sofia re: volunteer list</p>	<p>Staff to contact</p>

<p>7. Wine Glasses &amp; Beer Koozie Update</p>	<p>Have been ordered Koozies &amp; wine glass giveaways per beer/wine purchase</p>	
<p>8. Peace Park Layout</p>	<p>Reviewed Saturday and Sunday layouts Gap will be left on PTS to load in for bands</p>	
<p>9. Car Show</p>	<p>Sunday Vendor promotion have ready for car show swag bag Wine &amp; Beer Garden open at 11am Wrist banding to happen at the bar Antique Fire truck for Sunday 31 cars committed 30 corvettes coming Meridian to donate bags for car show Trophies are all sponsored RBC a-frame sign at entrance of car show and RBC on the map show layout Thank you card in the goody bag 150 plaques to order 7 safety vests BBQ to be drawn Sunday at 2pm</p>	<p>Gary to order</p>
<p>10. Labatt Update</p>	<p>Beer tub dimensions passed along Declined the use of beer carts Reefer truck coming Wednesday</p>	
<p>11. Daily Scripts – Committee Roles</p>	<p>Kinettes update – on board Reviewed daily scripts Parking lot for vendors to be blocked off</p>	<p>Staff to update</p>

	at 6pm signage for parking lot closed at 6pm	
12. Other Business:	<p>Active transportation to man mini putt</p> <p>Art wall – if Todd wants it he could have it</p> <p>Motion made to direct Gary to purchase Sunday Breakfast supplies.                      Moved by: Bill Gibson                      Seconded: Candy Ashbee                      CARRIED                      Fenwick Coffee</p> <p>App been updated</p>	<p>Staff to reach out to PATC</p> <p>Gary will follow up</p>
13. Next Meeting:	<p>Emergency/ Communications Security/ By Law (July 13)</p> <p>Volunteer list</p> <p>Newspaper Wrap</p> <p>Vendor update</p>	
14. Adjournment	<p>Motion to adjourn at 8:00pm</p> <p>Moved by: Bill Gibson</p> <p>Seconded: Candy Ashbee</p> <p>CARRIED</p>	