

**Pelham Summerfest 2014 Committee Meeting**

**June 4, 2014 – North Wing Committee Room, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – Councillor Gary Accursi</li> <li>• Bea Clark, Pelham Active Transportation Committee, Chair</li> <li>• Todd Barber, Chair, Downtown Beautification Committee</li> <li>• John Wink, Past Chair, Pelham Business Association</li> <li>• Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Admin. Assistant, Recreation, Culture &amp; Wellness</li> <li>• Natalie Stickle, 5x5 Design Studio</li> </ul>	<p>In attendance:</p> <p>Vickie vanRavenswaay                      Gary Accursi                      Bea Clark                      Sally Jaeger                      Todd Barber                      John Wink                      Kathleen Goodman</p> <p>Natalie Stickle – Partial</p> <p>Regrets:                      Bea Clark</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended                      Moved by: Todd                      Seconded by: John                      CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of May 28/14 approved as circulated                      Moved by: Kathleen                      Seconded by: John                      CARRIED</p>	

4. Media-Promotion	<ul style="list-style-type: none"> <li>• First video was reviewed – events should just be Saturday</li> <li>• Sharing contest is underway – 30 businesses on board</li> <li>• Banner ads were reviewed – one or two images to be changed</li> <li>• Articles were reviewed – Committee answered Natalie’s questions</li> <li>• Poster to be finalized by June 12</li> </ul>	<p>Natalie to edit</p> <p>Natalie to revised</p> <p>Natalie to revise &amp; will circulate for further review</p>
5. Vendor Selection	Non- food vendors were reviewed and approved. Food sub-committee to review food vendors.	Vickie to follow up with food sub-committee Sally to send out acceptance letters
6. Wine Supply Update	Henry of Pelham wines are the wines of choice	Todd to meet with winery Thursday
7. Bar Design Update – Todd	Todd gave an update on the bar design – Todd estimated cost is approx. \$5,000 - Committee approved moving forward	
8. Halco In-kind Donation	Gary & Vickie have met with Halco. Motion to grant Gold sponsorship level made by Todd, seconded by John – CARRIED	
9. Review of 2014 Budget & POs	Financial statements & PO’s were reviewed	Sally to revise with Kate & email to Committee
10. Other Business:	<ul style="list-style-type: none"> <li>• Forest Green Sponsorship Level - motion made for gold level recognition by John, seconded by Kathleen - CARRIED</li> <li>• Bruce Bissell – motion made to recognize</li> </ul>	

	<p>Biketoberfest at bronze level - CARRIED</p> <ul style="list-style-type: none"> <li>• Kinnettes – Vickie has met with them – they have a meeting Jun 9 &amp; will get back to us after that</li> </ul>	
11. Next Meeting:	<p>Wednesday, June 12, 2014 at 4:30 pm</p> <p>Agenda items – June 4: Poster; Articles; Budget</p> <p>Agenda items – June 19 Parking plan ; Shuttles</p>	
12. Adjournment	<p>Meeting adjourned at 6:30 pm</p>	