

**Pelham Summerfest 2016 Committee Meeting
May 11, 2016 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Shayla Metherall, Administrative Assistant. Recreation, Culture Wellness • Bill Gibson, PATC • Sofia Labricciosa, MYAC • Ana McKnight, Marketing & Communications Officer • Candy Ashbee, PBA • Matthew Leask, Pelham Resident • Michelle Stewart, Pelham Resident 	<p>In Attendance:</p> <p>Candy Ashbee Gary Accursi Bill Gibson John Wink Sally Jaeger Matt Leask Sofia Labricciosa (arrived at 5:00 pm) Vickie vanRavenswaay</p> <p>Regrets:</p> <p>Ana Mcknight Michelle Stewart</p>	
<p>1. Additions to the Agenda</p>	<p>Follow up with Drs. Lewis Contact Hearing Connect re reefer truck Wine update Ice</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended: Moved by: Matt Leask Seconded: Bill Gibson CARRIED</p>	

<p>3. Approval of Minutes – May 4, 2016</p>	<p>Minutes of May 4, 2016 approved as circulated: Moved by: Candy Ashbee Seconded: Bill Gibson CARRIED</p>	<p>Shayla to forward to Clerk</p>
<p>4. Halco Pricing 2016 - Vickie</p>	<p>Vickie recapped pricing for 2016 which has increased dramatically over 2015. Only one bid received</p>	<p>Sally to set up meeting with provider, Vickie & John</p>
<p>5. Marketing & Promotion – Ana, Candy</p>	<p>Candy asked for confirmation re News item on website</p>	<p>Candy to send MyPelham articles to Melissa to post on website</p>
<p>6. Mobile App - Sally</p>	<p>FEO provider is offering free app for festivals under 15 days in length – Committee would like to explore option</p>	<p>Sally to invite Nik to next meeting</p>
<p>7. MYAC Update - Sofia</p>	<p>MYAC encouraged to take control of popcorn or other confectionary as fundraising opportunity</p>	<p>Sofia to take to next MYAC meeting</p>
<p>8. Peace Park Layout</p>	<p>Reviewed and adjusted</p>	
<p>9. Other Business:</p>	<p>AGCO – we will be wristbanding at Summerfest</p> <p>Letter to Drs Lewis</p> <p>Ice – Labatt rep has contact for ice</p> <p>Reefer truck at Hearing Connect</p> <p>Square Roots available for bar assembly etc. Maybe able to build additional ramp/stairs for stage, cord cover/ramp for entertainment – Committee will</p>	<p>Will order different colours for each day Wait to end of next week - John to follow up</p> <p>John to get name for Vickie Vickie to give John RFP to pass onto Labatt contact</p> <p>Staff to follow up</p>

	recognize as Gold Level sponsor	
10. Next Meeting:	Wednesday, May 18, 2016 4:30 pm Items for agenda: Volunteer Roles	
11. Adjournment	Meeting adjourned at 6:00 pm	