

**Pelham Summerfest 2015 Committee Meeting
May 26, 2015 –Peace Park, 4:00 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Natalie Stickle, 5 x5 Design Studio • Ryan Moffatt, MYAC • Bill Gibson, PATC • Jake Dilts, Fonthill Lions • Roy Kirkup, Rotary Club • Chris Birtles, Fonthill Kinsmen 	<p>In Attendance: Ryan Moffatt - arrived at 5:00pm Jodi Hendriks Vickie vanRavenswaay Sally Jaeger Kathleen Goodman John Wink Bill Gibson Jake Dilts Roy Kirkup – arrived at 4:30pm Chris Birtles</p> <p>Regrets: Gary Accursi</p>	
<p>1. Additions to the Agenda</p>	<p>Lafarge update</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Kathleen Goodman Seconded by: Bill Gibson</p> <p>CARRIED</p>	

<p>3. Approval of Minutes</p>	<p>Minutes of May 12/15 approved as circulated Moved by: Ryan Moffatt Seconded by: Kathleen Goodman CARRIED</p>	
<p>4. Saturday Night Beer & Wine Garden – Service Clubs</p>	<p>John met with Labatt – providing same service as 2014, reefer truck for 4 days, ice, labour etc. Will put skids on the bottom of the truck to refrain from damaging cases. Need to decide which brands to serve. Serving sizes to remain the same to conform to alcohol policy. \$5 per drink – to alleviate change John met with Henry of Pelham – pricing still to come, same as 2014 \$10/ bottle \$5/ 5 ounces, Riesling & cab merlot. Under the arches will be closed Thursday 8am Service clubs will continue to wear their own shirts. Scotiabank servers will not be wearing company shirts. Service Clubs set up under the arches: 2 sections for sales and 2 sections for serving & monitoring Rotary & Lions have smart serve Service is from 11am – midnight 3 Labatt staff for support Shifts for service 11-2, 2-5, 5-8, 8-12 Kinsmen & Rotary – sales Fonthill Lions – service AGCO – to require wristbands for 2016 Monitors – make sure alcohol isn’t being passed off to minors, need to be identifiable</p>	<p>Staff to check with Ryan to see if we kept the tub cribs</p> <p>Kathleen to let John know if they need volunteer shirts</p> <p>Staff to look into monitor shirts</p>

	<p>3 representatives from each group per shift Go with cans – Bud, Bud Light, Bud Light Lime, red wine and white wine – will consider adding new product ie. cider/Bud Light Apple 4 monitors for last two shifts, 2 for earlier shifts Beer quantities from 2014 were reviewed -order 500 case for 2015</p>	<p>Staff to ask wine contacts for wine barrels Staff to order t shirts for committee members</p>
5. PATC Update	<p>First meeting last Tuesday PATC will run Active Zone – will set up three sunshade tents, grant from MTO for handouts, Bike Clinic for the day, Bruce trail association rep, will have activities going on all day Saturday. PATC want to set up by the cross walk on Pelham street Bike & helmet draw</p>	<p>Bill to follow up on the Bike/Walk on Sunday Bill & Kathleen to meet with Lafarge</p>
6. MYAC Report	<p>4 MYAC members have volunteered for radio commercials Movie Night: Night at the Museum & Divergent Youth to handle popcorn sales, order equipment Youth forum response – want to see fireworks, carnival games & rides Youth Talent Show – posters and social media, set up similar to open mic night, MYAC email set up to send in auditions</p>	<p>Staff to connect with Natalie for youth interviews Staff to follow up with Martha re: talent show</p>
7. Sponsor Update	<p>Emails & letters have gone out to all previous sponsors & potential new ones Current pledges are about \$12,000 off the total for 2014.</p>	

	<p>Pelham Art Festival not interested in sponsoring Enbridge is confirmed for Sunday breakfast Letters have gone out to town contractors As the Town no longer has a Paypal account, on-line payments are not possible. Invoices need to be sent</p>	<p>Staff to follow up with invoices for sponsors</p>
8. Pelham Printing – 2014 Payment	<p>Pelham Printing is happy with Silver Level sponsorship in exchange for access in 2015 but is requesting \$500 for 2014. Motion to pay Pelham Printing \$500 for their access for 2014 and that we move forward in 2015 with a Silver Sponsorship and a letter of understanding. Moved by: Kathleen Goodman Seconded by: Bill Gibson CARRIED</p>	
9. Proposal from Emily Butko – Photography/videography sponsorship	<p>Offering services for sponsorship, see Sally’s email for details Need to see her work Need to clarify if Dave & Emily are connected</p>	<p>Staff to follow up with Emily & touch base with Natalie</p>
10. Vendor Review & Selection	<p>65 total vendors from 2014 2015 Vendors: 13 Food Vendors: All approved. Offer discounted fee to Rose City Pizza if he will set up in Peace Park Summertime Lemonade – serving behind town hall Heavens Delight to go on Pelham street 24 Retail Vendors:</p>	

	<p>Keep competitors in different locations Businesses to not offer face painting 10 Artisan/ Crafter & Non Profit Issue with insurance and dog treats 8 – Gold Sponsors Need to confirm who needs pop up tents</p>	
11. Park Layout	<p>See Peace Park layout Need to fill space in the north portion of the park where the second stage was in 2014 Shade tent to be placed at the south portion of the park, move the bouncers more north along the parking lot still where the grass is most flat</p>	
12. Critical Path	<p>Tabled for next meeting</p>	
13. Other Business:		
14. Next Meeting:	<p>Date: Tuesday June 2nd 4:00pm Agenda Items: Critical path layout</p>	
15. Adjournment	<p>Meeting Adjourned 6:10pm Motioned: Kathleen Goodman Seconded: Bill Gibson CARRIED</p>	