

SUMMERFEST COMMITTEE MINUTES

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

Present:

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

Absent with Regrets:

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: Sofia Labricciosa
Seconded by: Candy Ashbee

THAT the agenda for the May 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: Bill Sheldon
Seconded by: Bill Gibson

THAT the Minutes of the May 15th 2018 Summerfest Committee meeting be approved, as presented.



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CARRIED

5 TEEN ZONE

Rachel gave an update on the vendors she has been in contact with over the last two weeks for the Teen Zone. Options include photo booth/gaming RV, rock wall or a portable escape room. Discussion around getting rid of the bouncers and including photo booth/gaming RV and portable escape room as part of the Teen Zone. Possibility of switching times to 7:30 to 10:30 pm. Rachel to follow up with both vendors regarding insurance. Discussion around possible food vendors to include with Teen Zone. Discussion around advertising for the Teen Zone. Possibility to present at Crossley year end assembly. Follow up with Crossley guidance counsellor regarding sending out a text reminder to students regarding Summerfest. Possibility of printing posters to hang at Crossley.

Moved by: Bill Sheldon

Seconded by: Sofia Labricciosa

THAT the Summerfest Committee will cancel the obstacle course bouncer and will book the portable escape room and the gaming RV/photo booth. Maximum spend \$2,000.00.

CARRIED

6 CRITICAL PATH REVIEW

Discussion around the current status of the critical path for the month of May.

- 6.1 Discussion around number of hand wash stations needed. Halco has suggested adding three additional stations. Sally to talk to Steve regarding additional sanitizer and ensuring proper maintenance during the day. Decision made to add two additional hand washing stations.
- 6.2 Sponsorship currently sits at \$39,850.00.
- 6.3 Sally to confirm with Fire Department's regarding bringing the burning house.
- 6.4 Active Zone – Bill Gibson to get list to Sally.
- 6.5 Prizes and draws – BBQ from Enviro-Niagara – ballets will be drawn, \$700.00 gift certificate for accommodations and dinner from Casino Niagara – Summerfest Ambassadors asking people to fill out surveys, surveys will be used as ballet. River Lions tickets – ballets in the Teen Zone.
- 6.6 Add review of volunteers to critical path
- 6.7 Discussion around policy of wrist bands and checking ID.
- 6.8 June – promotion, signage, service clubs and volunteers.



**Recreation, Culture
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7 RIVER LIONS MASCOT

River Lions will be providing single game tickets and swag. The Mascot Dunkin will be attending. Sally to confirm days and times.

8 OTHER BUSINESS:

8.1 Review of scripts from Country 89 commercials. Sally will confirm details with Marc.

8.2 Gary presented Candy the FEO Volunteer Recognition award for her dedication to the Summerfest Committee.

9 NEXT MEETING

12.1 Wednesday, June 13th, 2018 – 5:30 pm

10 ADJOURNMENT

Moved by: Bill Sheldon

Seconded by: Bill Gibson

The meeting of the Summerfest Committee, May 29th, 2018 was adjourned at 7:00pm

CARRIED



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