

Pelham Summerfest 2013 Committee Meeting

May 29, 2013, 2013 – Council Chambers, 4:30 pm

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – Councillor Gary Accursi • Bea Clark, Pelham Active Transportation Committee, Chair • Todd Barber, Chair, Downtown Beautification Committee • John Wink, Past Chair, Pelham Business Association • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Admin. Assistant, Recreation, Culture & Wellness 	<p>In attendance:</p> <p>Gary Accursi Sally Jaeger Vickie vanRavenswaay John Wink Bea Clark Todd Barber Kathleen Goodman Natalie Stickles – Partial Mara Bray - Partial</p>	
<p>1. Additions to the Agenda</p>	<p>Hotels & Taxis – see Other Business</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Todd Seconded by: Bea CARRIED</p>	

<p>3. Approval of Minutes</p>	<p>Minutes of May 22/13 approved Moved by: Todd Seconded by: John CARRIED</p>	<p>Approved minutes to be forwarded to Council – Sally</p>
<p>4. Media/Promotion – Natalie Stickles & Mara Bray</p>	<p>Natalie updated the Committee on the quotes for media coverage to date</p> <p>Motion to secure Sun Media; Giant FM; Astral Radio made by Todd, seconded by John – CARRIED</p> <p>Need to talk to Voice of Pelham</p> <p>The updated website was viewed and suggestions were made for more revisions</p>	<p>Natalie/Mara to follow up</p> <p>Natalie to set up meeting</p> <p>Natalie will create vision for templates, circulate to committee and discuss with Melissa</p>
<p>5. Photo Booth</p>	<p>Booth operators have suggested a nominal fee to help control usage. Sponsor is ok with the idea. Preference for Summerfest member to collect</p> <p>Committee agreed collect \$2/group (max. 4 in group)</p>	
<p>6. Night of Art – Renaming</p>	<p>Natalie had suggestions “Artistic Soiree” or “Artsy Soiree”</p>	<p>Vickie will check with Art Festival for their input</p>

<p>7. T- Shirts</p>	<p>GT willing to sell last year's left over t-shirts for \$4. It was suggested that we approach Mike to see if he would donate all of them for a Gold sponsorship</p>	<p>Vickie to talk to Mike</p>
<p>8. Peace Park Master Plan</p>	<p>Criteria for design?? Committee would like to see this before commenting – revisit at next meeting</p>	<p>Sally will check with Darren and forward to members</p>
<p>9. Pancake Breakfast Menu</p>	<p>1. Pancakes/sausage, drink, fruit 2. Egg white omelet or scramble/veggies, fruit, drink 3. Egg sandwich/ham or sausage, hash browns, drink 4. Scrambled eggs/ham or sausage, hash browns, drink</p> <p>\$5 per meal</p>	<p>Sally to check with Enbridge as to whether they have coolers etc. for food stuffs & requirements for set up</p>
<p>10. Budget</p>	<p>Non-food vendor applications were reviewed – no objection to any application</p> <p>Food vendors were reviewed</p> <p>Budget was reviewed – still needs</p>	<p>Sally to send out confirmation letters</p> <p>Food & beverage sub-committee will meet Thursday am to make decision</p> <p>Vickie to talk to finance dept</p>

	purchase orders for committed expenses to be included	
11. Critical Path	Critical path reviewed – still in good shape – layout is the next big critical item	
12. Other Business:	<p>Bea showed the Committee a-frame sign the PATC had purchased – would be useful for SF signage</p> <p>Todd gave update on community art project. Committee prefers just wall(s) without benches</p> <p>CIB – Activity planned for 12-2pm</p> <p>Gary reported on his discussion with local hotels. Only response so far from Four Points.</p> <p>4500 taxi to set up taxi stand</p>	<p>Todd to keep working on</p> <p>Will be placed near kids entertainment</p> <p>Gary will follow up and report back to Committee</p>
13. Next Meeting: * Wednesday June 5 4:30pm North Wing Committee Room * Agenda items?	<p>Preliminary layout</p> <p>Peace Park Master Plan</p> <p>Budget</p>	
7. Adjournment	Meeting adjourned at 7:40 pm	