

**Pelham Summerfest 2017 Committee Meeting
May 3, 2017 – Council Chambers 5:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – John Wink, Pelham Business Association • Councillor Gary Accursi • Bill Gibson, PATC • Candy Ashbee, PBA • Michelle Stewart, Pelham Resident • Matthew Leask, Welland/Pelham Chamber of Commerce • Sofia Labricciosa, MYAC • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Rachel Ahle, RCW Administrative Assistant • Jodi Hendriks, Culture & Comm. Enhancement Programmer • Craig Genesee, By-law Enforcement • Greg Young, By-law Enforcement 	<p>In Attendance:</p> <p>John Wink Gary Accursi Bill Gibson Candy Ashbee Matthew Leask Vickie vanRavenswaay Sally Jaeger Rachel Ahle Jodi Hendriks Craig Genesee Greg Young</p> <p>Regrets:</p> <p>Sofia Labricciosa, Michelle Stewart</p>	
<p>1. Additions to the Agenda</p>	<p>Bar and Contract</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt the agenda as amended Moved by: Bill Gibson Seconded by: Candy Ashbee CARRIED</p>	
<p>3. Approval of Minutes – April 26, 2017</p>	<p>Motion to accept the minutes of April 26, 2017 as circulated</p>	<p>Rachel to send to Clerk</p>

	<p>Moved by: Candy Ashbee Seconded by: Matthew Leask CARRIED</p>	
<p>4. Security Update/Lighting</p>	<p>Craig distributed Security Requirements document Changes compared to last year were addressed:</p> <ul style="list-style-type: none"> - Double security guards at 3/5 of the entrances (one to count, one to check bags) on Saturday - Double police on Saturday on foot patrol 6pm-1am - Police on Friday 6pm-Midnight - Additional 2 security event monitors: Plain clothed security with ID, working in pairs and looking for ALGCO violations for Friday and Saturday - Double overnight guard: 2 on main street, one on park <p>Possible Teen event at Marlene Stewart Streit Park: may require 3 security guards from 1-10pm – Pending on what happens</p> <p>A walkthrough of each map occurred:</p> <ul style="list-style-type: none"> - 13 Guards for Thursday (3 for barricades) (Volunteer at Gate 2, 3 and 5 until 7pm) - Control of outside beverages discussed: NO outside beverages, water will be given to those who brought theirs - 16 Guards for Friday (4 for barricades at 8am) Signage needed for soft closure and list of businesses that are OPEN + 3 overnight guards Gaps addressed: Double barrier & weighted 	<p>Craig to create Standard Operating Procedure that will be distributed to security employees</p> <p>To be determined</p> <p>Committee to ensure that the public is aware bag checks, no outside beverages (unless stickered by Farmers Market), wristbands mandatory for all Requirements: Free water for those who bring their own, Pelham stickers to mark Farmers Market purchases</p> <p>Staff to bring these issues back to Roads to determine possible</p>

	<ul style="list-style-type: none"> - Guards to move with gates on Saturday - 6 Guards for Sunday - Garbage cans at every entrance for bottles <p>Craig to coordinate booking of shuttles + additional bus for Saturday night</p>	<p>gate solutions</p> <p>Sally to set up meeting re shuttles</p>
<p>5. Media, Promotion & Website</p> <ul style="list-style-type: none"> * Radio Commercial Scripts * App Update 	<p>Scripts from Country89 updates were discussed Minor adjustment made Scripts accepted</p> <p>Mock ad was posted on APP Sally talked with Nik about approaching businesses</p> <p>Candy to continue with APP updates</p>	<p>Sally to forward scripts to Country89 Sally to inquire about band interviews, etc.</p> <p>Waiting on Nik's update Sally to create a letter of introduction for Nik when going out there</p> <p>Staff to continue to research third party surveying</p>
<p>6. Beer & Wine Vendors</p> <ul style="list-style-type: none"> * Informal Quotation Requests – Craft Beer & Wine * Mainstream beer providers * Bar and Contract 	<p>Motion to spend up to \$7,400.00 for the development of a new bar Moved by: Bill Gibson Seconded by: Matthew Leask CARRIED</p> <p>Mainstream beer providers were discussed</p> <p>Craft beer quotes: Further clarification required before reviews can be done</p>	<p>Staff to follow up</p> <p>John and Sally to further inquire</p> <p>Sally to get clarification from providers</p>

	Wine quote: The quotes received were reviewed and all meet the requirements. Blind taste tests will be done to make final selection	Sally to arrange
7. Preliminary Vendor Layout	Accepted vendors were discussed Sunday Layout was discussed Hydro options at the north end were discussed	Space still available Saturday 10-5 and Sunday Gary to reach out to owner Jodi to determine revenues from accepted vendors
8. Critical Path Review	<u>On Time/In progress:</u> Reports, Promo, Logistics, Licencing, Police/Security, Electrical/SA will be booked, Furniture/Tents, Beer/Wine, Shuttles, Communications (Sally to determine radios), Waterwagon and Sunhut, Entertainment/PO, Kid Zone/PO, Active Zone, Vendors, Main Stage, Layout, Prizes/Draws, Volunteers <u>Behind:</u> Washrooms, Roads, Breakfast, Sponsorships	Set meeting with Ryan in two weeks Sally to update sponsorship list and send to Committee
9. Sponsorship Update	Exterior and Interior Bus Signage determined: Slots 10 & 12 / 4 & 6 Bus Stop Signage at: Fonthill & Maple Acre Libraries Motion to approve spending of no more than \$400.00 for Transit Signage Moved by: Matthew Leask Seconded by: Candy Ashbee CARRIED	Rachel to create Sponsorship Agreement
10. Sunday Breakfast - Matt	Pancakes were discussed	Matt/Gary/Sally to approach

	Scrambled eggs were discussed Menu is still to be determined	tentative restaurant partners to cook pancakes in their facility Bill to check at Bass Pro Shop Sally to apply to Enbridge
11. Logistics Update	Deferred	
12. Other Business:	Youth Sub-Committee: Looking for supervisors Urban Slide wants to come out Friday & Saturday Requirements: Hydrants, Road Closure (2-day), Monitoring overnight	Sofia to only attend Youth Sub- Committee meetings Vickie to check with Clerks Dept RE: MYAC Involvement in Summerfest Committee to consider
13. Next Meeting:	Tuesday, May 9, 2017 at 5:30pm Volunteer Roles Supper Market Entertainment on Thursday of SF Urban Slide	
14. Adjournment	Adjourned 8:20pm	