

**Pelham Summerfest 2017 Committee Meeting
May 31, 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 • MacKenna Belding , MYAC • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Rachel Ahle, RCW Administrative Assistant • Cameron Copping, RCW Intern • Jordan Wiltshire, Labatt Representative 	<p>In attendance:</p> <p>John Wink Gary Accursi Bill Gibson Candy Ashbee Michelle Stewart Matthew Leask Vickie vanRavenswaay Sally Jaeger Rachel Ahle Cameron Copping</p> <p>Regrets:</p> <p>MacKenna Belding</p>	
<p>1. Additions to the Agenda</p>	<p>Move Item #6 to top of agenda</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt the agenda as amended Moved by: Matthew Leask Seconded by: Candy Ashbee CARRIED</p>	
<p>3. Approval of Minutes – May 17, 2017</p>	<p>Motion to accept minutes from May 17 and meeting notes from May 24</p>	<p>Rachel to forward to Clerk</p>

	<p>Moved by: Bill Gibson Seconded by: Candy Ashbee CARRIED</p>	
4. Youth Sub-Committee Update	<p>Brock to sponsor Teen Zone and potentially coordinate a 3-on-3 basketball competition Skateboard competition is in planning stages Live music – posters to go out to E.L. Crossley – band applications to be done on-line</p>	Staff to source basketball nets
5. Media & Promotion * Radio Station request * Instagram	<p>Radio station was selling commercial space – Not interested</p> <p>River Lions to donate premium bowl seats once again</p> <p>APP – Option is available to sell sliders on main page – Committee prefer to keep SF photos but Festival coupon opportunity is approved</p>	<p>Sally to follow</p> <p>Sally to follow up with app designer</p>
6. Labatt Product Selection	<p>Additional product beyond Bud and Bud Light were discussed</p> <p>Labatt sample tent for Prohibition to come out on the Car Show for 4 hours to offer 2oz. samples</p> <p>Options considered: Radler – Pricing same as Bud Light Lime and Apple Keiths Cider Millstreet Cider Palm Bay Key Lime Palm Bay Ruby Grapefruit</p>	John to follow up with Jordan regarding possibility of having sampling tent for Thursday Night as well

	<p>Ciders available only in tall can Consideration for tall cans of beer Higher price and larger can could reduce congestion at serving area and over-drinking</p> <p>Motion to offer tall cans of Bud, Bud Light, Bud Light Lime, Bud Light Radler and Alexander Keiths cider and to retail them for 7.00 per can. This is intended to deal with the issue of congestion. Wine will stay at \$5.00 for a 5oz. pour. Moved by: Michelle Stewart Seconded: Candy Ashbee CARRIED</p>	<p>Sally to reach out to Oast regarding a larger pour</p>
7. New Bar Build	<p>Deferred to next Wednesday</p>	<p>Staff to provide down payment</p>
8. Service Club Honorariums	<p>Total of 294 hours in volunteer shifts available for Sunday</p> <p>Potential fee distribution methods were discussed Differentiate between time of day (Ex. After 7pm premium)</p>	<p>Staff to determine numbers</p>
9. Sunday Breakfast	<p>Grills will be provided in advance of the festival Supplies are in place Manpower to be determined</p>	
10. Committee Shirts		<p>Committee to check supplies and get back to Sally</p>
11. Car Show	<p>All aspects of registration, including payment of registration fee to be handle by car show</p>	<p>Bill to reach out to downtown businesses for goodie bag merch</p>

	volunteers in accordance with Finance Dept requirements. Bill provided updates on trophies, signs, brochures, volunteers, goodie bags	
12. Other Business:	Brief sponsorship update	
13. Next Meeting:	Bar	
14. Adjournment	Motion to adjourn 7:30pm Moved by: Candy Ashbee Seconded by: Michelle Stewart CARRIED	