

**Pelham Summerfest 2016 Committee Meeting  
May 4, 2016 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> <li>• Welcome – John Wink, Pelham Business Association</li> <li>• Councillor Gary Accursi</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Shayla Metherall, Administrative Assistant. Recreation, Culture Wellness</li> <li>• Bill Gibson, PATC</li> <li>• Sofia Labricciosa, MYAC</li> <li>• Ana McKnight, Marketing &amp; Communications Officer</li> <li>• Candy Ashbee, PBA</li> <li>• Matthew Leask, Pelham Resident</li> <li>• Michelle Stewart, Pelham Resident</li> </ul>	<p>In Attendance: Candy Ashbee Gary Accursi Bill Gibson Ana Mcknight John Wink Jodi Hendriks Sally Jaeger Matt Leask Michelle Stewart (arrived 5:04pm)</p> <p>Regrets: Sofia Labricciosa</p>	
<p>1. Additions to the Agenda</p>	<p>Committee Shirts Country 89.1 request</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended: Moved by: Candy Ashbee Seconded: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes – April 13, 2016</p>	<p>Minutes of April 13, 2016 approved as circulated: Moved by: Bill Gibson Seconded: Matt Leask</p>	<p>Shayla to send to Clerk</p>

	CARRIED	
4. FEO Top 100 Award Photograph – Please wear summery clothing to this meeting so we can take the photograph	Committee members in attendance took photo	Ana to do press release
5. Marketing & Promotion – Ana, Candy	<p>Ana:                      Rack cards                      Committee decided to not do the online take over                      Pretty well covered</p> <p>Candy:                      Social media calendar set                      Social media needs content – committee to work together</p> <p>New committee members to come up with bio’s</p> <p>Cogeco interview for Tuesday May 24</p> <p>Bill searching for sponsors for Sunday Corvette club in plaza</p>	<p>150-200 words of content to be provided to mypelham for content on social media by Friday morning</p> <p>New committee members to be submitted</p> <p>Gary to send “new or returning” band’s to Candy</p> <p>Sally to follow up with plaza merchants</p>
6. Aerial Truck – Friday or Saturday?	<p>Need to speak with businesses; Fish and Chips and Connect Hearing re use of parking lot</p> <p>Accessible parking lot the municipal lot beside building</p>	<p>Staff to follow up with businesses</p> <p>Ana to follow with up Bob in regards to space requirements</p> <p>Sally to follow up with By-law</p>
7. MYAC Update - Sofia	Not in attendance	

<p>8. Critical Path Review</p>	<p>Reviewed critical path</p> <p>Shuttle to stay at College St at the end of the night; add shuttle service to social media</p> <p>Promo items</p> <p>Fire Services?</p> <p>Map layout of Peace Park</p> <p>Add draw of BBQ to social media</p> <p>Committee members asked to define volunteer roles, scheduling etc. for their area</p> <p>Emergency Management Plan</p> <p>Scotia Bank confirmed they will serve on Thursday</p>	<p>Sally to follow up with first aid Staff to follow up with Sue Ann Staff Winery Sally to follow up with by law</p> <p>Sally to look into koozies</p> <p>Sally to follow up with fire re filling lagoon</p> <p>Bring to next meeting</p> <p>Sally/Ana/Candy</p> <p>Sally &amp; Jodi to work on for two meetings from now</p> <p>Sally to invite By-law to attend at end of the month</p>
<p>9. Preliminary Vendor Review – Jodi</p>	<p>Reviewed vendor applications to date</p>	<p>Final approvals will be done at May 18 meeting</p>
<p>10. Sponsorships –Michelle/Sally</p>	<p>85% of last year Reviewed master list</p>	<p>Sally to send out list of sponsor confirmations</p>
<p>11. YTV Update – Sally</p>	<p>Confirmed they will be there Saturday set up 7:30am – 8:00am in the park 10am – 6pm 2 pop up tents and sides with virtual</p>	<p>Sally to send info to Candy</p>

	studios Scenes for the zone	
12. Rear Access at 1440 Pelham St/22 Hwy 20	Letter reviewed and approved	Sally to send out
13. Comfort Inn - Sally	Committee approved request from St.Catharines Comfort Inn to be included on Accommodations page	Sally to add to website Gary to follow up with Welland hotels
14. Other Business:	New Committee members determined shirts required  Country 89.1 have requested 40' of space to set up on Fri & Sat with truck & trailer & do live cut-ins. Will accommodate if possible once vendor layout determined	Sally to follow up with Mara to order
15. Next Meeting:	Wednesday May 11, 2016 4:30pm Agenda items: Peace Park layout	
16. Adjournment	Motion to Adjourn Motioned: Michelle Seconded: Matt	