

**Pelham Summerfest 2017 Committee Meeting
May 9, 2017 – Milette Room 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 • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Rachel Ahle, RCW Administrative Assistant 	<p>Regrets: Michelle Stewart</p>	
<p>1. Additions to the Agenda</p>	<p>Committee Volunteer</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt the agenda as amended Moved by: Matthew Leask Seconded by: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes – May 3, 2017</p>	<p>Motion to accept the minutes from May 3, 2017 as circulated Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED</p>	<p>Rachel to send to Clerk</p>
<p>4. Entertainment – motion to pay for</p>	<p>Motion for Summerfest to cover the fee of not</p>	

<p>performer in Supper Market Area on July 13, 2017</p>	<p>more than \$200 for Supper Market entertainment on Thursday July 13th of Summerfest Moved by: Candy Ashbee Seconded by: Matthew Leask CARRIED</p>	
<p>5. Vendor Update - Revenues</p>	<p>Current revenues for those vendors invoiced were discussed Saturday Kid Zone food vendor options and menu were discussed</p>	<p>Sally to look into potential pizza vendor for Saturday/Sunday</p>
<p>6. Media, Promotion & Website</p>	<p>On schedule</p>	<p>Staff to invite Marketing Coordinator to next meeting</p>
<p>7. Beer & Wine Vendors * Informal Quotation Requests – Craft Beer * Wine Provider comparisons * Mainstream beer providers</p>	<p>A blind taste test of the wines proposed by the three bidding wineries was conducted. Magnotta products received the most votes in both red and white categories</p> <p>Motion to accept Magnotta Winery as the Pelham Summerfest wine supplier, with the provision that they permit us to return unopened, undamaged bottles Moved by: Bill Gibson Seconded by: Candy Ashbee CARRIED</p> <p>Mainstream beer providers were discussed Waiting on another potential vendor TBD</p> <p>Craft beer quotations were discussed. A blind taste test required for final selections</p>	<p>Sally to follow up with Magnotta and unsuccessful bidders</p> <p>Sally to follow up with mainstream vendors</p> <p>Sally to set up for next meeting</p>

<p>8. Sponsorship Update</p>	<p>Current sponsorships were discussed</p>	<p>Sally to begin follow up calls Sally to email out sponsorship list to committee members</p>
<p>9. Sunday Breakfast</p>	<p>5ft griddle will be supplied Potential to look into Bass Pro purchases</p>	<p>Gary/Matt to test efficiency</p>
<p>10. Volunteer Roles *Committee Volunteer</p>	<p>Revisit next week</p> <p>Bill discussed potential applicant for the Committee</p> <p>Sofia is working with youth sub-committee. In order to ensure she is not overcommitted, her alternate MYAC member will attend regular Committee meetings</p>	<p>Rachel to email out Summerfest Vendor Role descriptions that Staff developed to Committee for review Committee to receive application</p> <p>New member to join as of next week</p>
<p>11. Urban Slide</p>	<p>Potential for Urban Slide was discussed.</p> <p>Committee has agreed to pass on hosting the Urban Slide during Summerfest for 2017</p>	<p>Committee to consider this for next year Vickie to follow up with Urban Slide</p>
<p>12. Logistics Update</p>	<p>Deferred</p>	
<p>13. Other Business:</p>	<p>Meeting with AGCO was discussed in regards to fencing the Summerfest area</p> <p>Lighting options discussed: Lighting at each entrance and flashlights for each guard will be purchased. Lighting required in any overly dark area</p> <p>Additional 2 security staff required on Friday &</p>	<p>Committee to increase security in gaps</p>

	<p>Saturday in specific locations</p> <p>Youth sub-Committee update – survey to be sent out to Crossley Students next week</p>	
14. Next Meeting:	<p>Volunteer Roles</p> <p>Sponsorship Update: Number committed to date</p> <p>Craft Beer Tasting</p> <p>Roads</p> <p>Logistics</p> <p>Wednesday, May 17</p>	
15. Adjournment	<p>Motion to adjourn at 7:30pm</p> <p>Moved by: Bill Gibson</p> <p>Seconded by: Matthew Leask</p> <p>CARRIED</p>	