

**Pelham Summerfest 2017 Committee Meeting  
November 1, 2017 – 6:00 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>• Bill Gibson, PATC</li> <li>• Candy Ashbee, PBA</li> <li>• Michelle Stewart, Pelham Resident</li> <li>• Matthew Leask, Welland/Pelham Chamber of Commerce</li> <li>• Vickie vanRavenswaay, Director of Recreation, Culture &amp; Wellness</li> <li>• Sally Jaeger, Special Events &amp; Festivals Programmer</li> <li>• Jodi Hendriks, Culture &amp; Community Enhancement Programmer</li> <li>• Mackenna Belding, MYAC</li> <li>• Sofia Labricciosa, MYAC</li> <li>• Karen Blake, Administrative Assistant</li> </ul>	<p>In Attendance:</p> <p>John Wink Bill Gibson Sally Jaeger Karen Blake Candy Ashbee Mackenna Belding Gary Accursi Sofia Labricciosa Michelle Stewart</p> <p>Regrets:</p> <p>Jodi Hendriks Matthew Leask Vickie vanRavenswaay</p>	
<p>1. Additions to the Agenda</p>	<p>Advertising for new committee members</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt the agenda as amended. Moved by: Candy Ashbee Seconded by: Mackenna Belding CARRIED</p>	
<p>3. Approval of Minutes – Oct 11, 2017</p>	<p>Motion to accept the minutes of Oct 11, 2017</p>	

	Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED	
4. Draft Financial Review	<p>Surplus is roughly \$29,000. Proposing to support a legacy fund. Want to reinvest surplus in capital items/expenditures.</p> <p>Past Projects: Arches, Pavilion in Peace Park, Summerfest bar, cord covers, supporting Pelham Transit, and upgraded Pelham St. electrical hook ups.</p> <p>Options will be discussed in the new year as the Committee sets the budget for 2018</p>	
5. Feedback – Surveys & Emails	Will send out email with Feedback and will keep in mind for next year.	Sally will send feedback by email.
6. Notice of Recommendations from Health and Safety – Presence of Pets	Policy to have no pets at Summerfest next year, including Thursday Night.	Sally to include in Final Report that the Summerfest Committee are in support of this policy.
7. Lifetime Vision Centre Issue	<p>Keep this issue in mind for next year.</p> <p>Work with downtown Pelham businesses and signs further up the road to ensure an understanding of road closures.</p>	
8. Service Club Honorariums	Due to a profitable year, motion was made to give a one-time bonus	Sally to request

	<p>honorarium to service clubs of \$500 to Rotary Club, Fonthill Lions, Kinsmen and Kinettes and \$250 to Fenwick Lions (prorated based on number of man-hours provided)</p> <p>Moved by: Bill Gibson Seconded by: Michelle Stewart CARRIED</p>	
9. Vendor Fee Refund – Marble Slab	<p>Motion to refund Marble Slab \$300 + HST Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED</p>	Jodi to request refund
10. 2018 Vendor Fees	<p>Motion to adjust: Pelham Retail Vendors Single Day Rate to \$85/day, Non-Profit Single Day Rate to \$55/day, and to add Food Vendors fee on Saturday and Sunday in Peace Park to \$300 for both days and \$150/day.</p> <p>Moved by: Michelle Stewart Seconded by: Candy Ashbee CARRIED</p>	Jodi to update Vendor Terms & Conditions
11. 2018 – HST on Alcohol Sales	<p>Have to pay HST on sell on Alcohol.</p>	Sally will consider this for next year’s budget.
12. Advertise for New Committee Members	<p>Michelle Stewart gave notice that she will be resigning from Summerfest Committee.</p>	Karen post for new committee members on social media and look at current volunteer database.

	<p>Need to start looking for new committee members for next year.</p> <p>Tailor our advertising to the committee’s specific needs. (Ex. experience in sponsorship, fundraising, volunteer coordination, statistics, etc.)</p> <p>Terms of reference to be reviewed at next meeting.</p>	
13. Other Business:	<p>Final Report will be presented to council at the November 20<sup>th</sup> Council Meeting.</p> <p>MYAC Feedback for TeenZone</p> <ul style="list-style-type: none"> <li>- Lack of Advertising</li> <li>- Where it was/Location was not advertised</li> <li>- Sub-committee for TeenZone next year</li> <li>- Skateboarding competition went well</li> </ul>	<p>Sally working on final report. She will send out via email.</p> <p>Karen to do slides for final report.</p>
14. Next Meeting:	<p>Next meeting will be at the call of the Chair.</p>	
15. Adjournment	<p>Motion to adjourn 6:39pm</p> <p>Motion: Sophia Labricciosa</p> <p>Moved by: Mackenna Belding</p>	