

**Pelham Summerfest 2015 Committee Meeting
November 25, 2015 – 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 • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Shayla Metherall, Administrative Assistant • Bill Gibson, PATC • Sofia Labricciosa, MYAC 	<p>Attending:</p> <p>John Wink Councillor Gary Accursi Kathleen Goodman Vickie vanRavenswaay Sally Jaeger Shayla Metherall Sofia Labricciosa Bill Gibson</p> <p>Regrets:</p> <p>Kathleen Goodman</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: Bill Seconded: Sofia CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of October 6, 2015 Motioned: Bill Seconded: John CARRIED</p>	<p>Shayla to send to Clerk</p>
<p>4. RACI Charting</p>	<p>RACI Chart was reviewed and changes were made.</p>	<p>Committee members to review RACI chart and inform committee of any</p>

	Committee would like to ensure that RACI chart is communicated well to all accountable members of Summerfest.	additions or changes that need to be made.
5. OLG Sponsorship Program	Summerfest may qualify for OLG Event Sponsorship Program. Must apply 6 months ahead of event.	Sally will work on sponsorship application.
6. Car Show	<p>Car Show to start on the Sunday of Summerfest at 10 am</p> <p>Car Show “save the dates” to be handed out early. Then advertising will be combined with regular Summerfest marketing.</p> <p>Magnetic Dash plaques to be created and handed out to Car Show participants.</p> <p>Sunday time to be extended to vendors. Bar will be open.</p> <p>Participants will be required to pre-register to participant in car show on Summerfest website.</p> <p>Tickets for voting will be distributed to Summerfest attendees.</p> <p>Categories will be created. Trophies will be awarded to winners.</p>	<p>Bill to create Car Show advertisement draft and consult with Marketing and Committee on drafts.</p> <p>Sally to provide Bill with site mapping.</p> <p>Bill to consult with Fire Chief, Sally and Vickie for Emergency Plan. Meeting needs to be planned.</p> <p>Bill to create draft on participants list and sent to Town members to finalize.</p> <p>Bill to create car show vendor draft list for Sunday in Peace Park.</p>

	Door Prizes. No strollers or bikes in the car show area. Must be advertised.	
7. 2016 Budget	Tabled	Car show will be required to be added to the budget. Staff will prepare proposed budget and send to committee.
8. 2016 Committee Membership	Deadline for applications is November 30. Call out for more committee members.	
9. Other Business:	Embridge breakfast to run until 12 pm and food vendors to provide lunch. Youth entertainment in the park on Friday night and Ampfest. Require input from MYAC.	Sophia to gather input from MYAC. Sally to source out buskers.
10. Next Meeting:	January 20, 2016 4:30 pm	
11. Adjournment	Meeting adjourned at 7:30pm	