

**Pelham Summerfest 2014 Committee Meeting
November 4, 2014 – Council Chambers, 4:30 pm**

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – Councillor Gary Accursi • Bea Clark, Pelham Active Transportation Committee, Chair • Todd Barber, Chair, Downtown Beautification Committee • John Wink, Past Chair, Pelham Business Association • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer, Recreation, Culture & Wellness • Roy Kirkup, Fonthill Rotary Club • Jake Dilts, Fonthill Lions Club 	<p>In Attendance:</p> <p>Gary Accursi Bea Clark John Wink Todd Barber Kathleen Goodman Sally Jaeger Vickie vanRavenswaay Jake Dilts Roy Kirkup</p> <p>Regrets: Kathleen Goodman Doug Freeland Harry Cumming</p>	
<p>1. Additions to the Agenda</p>	<p>Terms of Reference Review</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended Moved by: Bea Seconded by: John CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of Sept 23/14 approved as circulated Moved by: Todd Seconded by: John CARRIED</p>	

4. Round Table Discussion with Service Clubs – Beer Pavilion	Cheques and breakdowns were presented to attending service clubs. Comments: <ul style="list-style-type: none"> • Clean up was easier with no cups; people more respectfully with recycling. • Only downfall was weather; cans easier to keep cold • Keeping same products over the whole festival was beneficial • New bars were great from a serving standpoint • Choice of beers was good – stay with popular brands • Rotary & Fonthill Lions very willing to participate in 2015 	
5. Final Report	The final report was reviewed and a few minor edits and additions made	Bea to make final edits
6. Report Presentation	Nov 17 Council Meeting – all Committee members requested to attend	Sally to apply to appear
7. “Thank You” for Sponsors	Several options for the front of the card were presented to the Committee – street scene preferred – refer to “hometown event” inside card	Sally to make revisions and circulate by email to the Committee
8. Marketing & Communication	Staffing changes may provide for an opportunity to do some of the marketing in-house – Committee can consider this going forward	
9. Other Business:	Terms of Reference – The current terms of reference were reviewed and suggestions for	Vickie/Gary to pass suggestions along to Clerk & Council

	revisions were made.	
10. Next Meeting:	In new year after Council appointments	
11. Adjournment	Meeting adjourned at 7: 20 pm	