

**Pelham Summerfest 2017 Committee Meeting
Oct 11, 2017 – 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 • Jodi Hendriks, Culture & Community Enhancement Programmer • Mackenna Belding, MYAC • Sofia Labricciosa, MYAC 	<p>In Attendance:</p> <p>Candy Ashbee John Wink Gary Accursi Vickie vanRavenswaay Sally Jaeger Matthew Leask Michelle Stewart Jodi Hendriks Bill Gibson</p> <p>Regrets: Sofia Labricciosa Mackenna Belding</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Motion to adopt the agenda as amended Moved by: Candy Ashbee Seconded by: Matt Leask CARRIED</p>	
<p>3. Approval of Minutes – July 12, 2017</p>	<p>Motion to accept the minutes of July 12, 2017</p>	<p>Karen to forward to Clerk’s department</p>

	<p>Moved by: Matt Leask Seconded by: Candy Ashbee CARRIED</p>	
<p>4. Event Debrief by Day:</p> <p>Thursday: Set Up & Tear Down Bar Operation Security Communications General Observations</p>	<p>Thursday night: Committee enjoyed running the bar Band choice was good Logistics with the ice/reefer truck need to be modified for 2018 Beer store delivery earlier, a little scrambled in the delivery Tables need to be levelled under the sail</p>	
<p>Friday: Set Up – Vendors Set Up – Bar Set Up – Stage Bar Operation Entertainment Security Communications Shut Down General Observations</p>	<p>Vendor set up; staggered entry good, need to start earlier 12:15pm – 3pm Food vendors need to load in first, allow longer set up time Bar looked/functioned amazing, set up took a bit longer than anticipated but it was first time Water filled jersey barricades instead of trucks to be considered for 2018 Fencing contractor set up was appreciated, much better, still issues: Dr Sawatsky building an issue along with 1440, Happy Place/ Salon Laximi Security: AGCP inspector visit went well No open beverages rule needs to be looked at for logistics/ timing of implementation Oast house pleased with the operation Festival Rules need to be more visible Radios were good need to increase the</p>	

	<p>amount of radios for 2018 Look at lighting Peace Park for Friday and Saturday night – construction lights?</p>	
<p>Saturday: Vendors Bar Operation Entertainment Kids Zone Active Zone Teen Zone Security Communications Shut Down/Vendor Load out General Observations</p>	<p>Road Closure – Signage and placement needs to be looked at Saturday vendor load in – staggered times Service club volunteers and payment reviewed Ticket sales, boxes were great, need cushy mats/chairs with backs for standing Consider Busker stages for 2018 Active Zone went really well, had to purchase addition prizes day of event Kids zone – Friday set up was great, need more staff for Saturday morning, more food choices Teen zone: see Brock representatives feedback and Rachel’s comments Vendor application addition of tear down time: 1am Shuttles – worked well, ridership more than doubled Parks and Roads said “best Summerfest yet!” New umbrellas for bar needed Develop volunteer role for garbage pick-up /table clearing/monitoring in bar area</p>	
<p>Sunday: Breakfast Car Show Kids Zone</p>	<p>Car show – gate @ library Conflict with event at Library – look at options to avoid scheduling conflict Church had issues with early parking –</p>	

	<p>Vendors Bar Operation Entertainment Security Communications Shut Down/Vendor Load out General Observations</p>	<p>provide signage to say church parking only Breakfast went well, need to start early and get a head start on cooking Michelle offered suggestions for set up/provision Vendors still felt a bit disconnected – keep in mind when reviewing layout for 2018 Sunday addition of children’s buskers/entertainment to be considered</p>	
5.	Media & Advertising Review	<p>Billboard coming into town book now Newspaper wrap – misprinted, look at 2018 budget Reviewed social media</p>	Sally to book
6.	Sponsorship Review	Reviewed sponsors	
7.	Draft Financial Review	Deferred to next meeting	
8.	Feedback – Surveys & Emails	Deferred to next meeting	
9.	Notice of Recommendations from Health and Safety – Presence of Pets	Deferred to next meeting	
10.	Lifetime Vision Centre Issue	Deferred to next meeting	
11.	Service Club Honorariums	Discussed in Saturday Event Debrief	
12.	Vendor Fee Refund – Marble Slab	Deferred to next meeting	
13.	Thank You Cards	Signed by attending Committee members	Sally/Karen to finalized and mail out
14.	Other Business:		

MINUTES

2017

15. Next Meeting:	Thurs October 26, 2018 5:30pm	
16. Adjournment	Motion to adjourn 7:45pm Motion: Candy Ashbee Moved by: Matt Leask	