

**Pelham Summerfest 2016 Committee Meeting
October 19, 2016 – 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 • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Special Events & Festivals Programmer • Jodi Hendriks, Culture & Community Enhancement Programmer • Bill Gibson, PATC • Candy Ashbee, PBA • Matthew Leask, Pelham Resident • Michelle Stewart, Pelham Resident • Cari Pupo, Director of Finance 	<p>In Attendance:</p> <p>John Wink Gary Accursi Candy Ashbee Michelle Stewart Cari Pupo Bill Gibson Sally Jaeger Rachel Ahle</p> <p>Regrets:</p> <p>Vickie vanRavenswaay Matthew Leask</p>	
<p>1. Additions to the Agenda</p>		
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: Candy Ashbee Seconded By: Bill Gibson CARRIED</p>	
<p>3. Approval of Minutes - Oct 5, 2016</p>	<p>Minutes of Oct 5, 2016 approved as circulated Moved by: Bill Gibson Seconded by: Candy Ashbee CARRIED</p>	<p>Rachel to send to Clerk</p>

<p>4. Finances and distribution to service clubs</p>	<p>The financial statement as of October 17, 2016, and the disbursement to the service clubs were reviewed. Cari discussed how the current financial spreadsheets are very onerous and over-detailed for the purposes they are used for, when all that is actually needed is a basic Revenue vs. Expenses with resulting surplus or deficit. Committee agreed that the reports are overly detailed and confusing and would appreciate efforts to streamline the reporting.</p> <p>Cari suggested the creation of a “grant system” to give to service clubs as a thank you for assisting with Summerfest, as opposed to the current method. This standardized grant fee would be given to all service clubs regardless of the surplus/deficit made during Summerfest. The grant amount may be determined by taking an average of what was given to service clubs over the last two years</p> <p>Motion made to approve the allocation of fees to the service clubs Moved by: Bill Gibson Seconded by: Candy Ashbee CARRIED</p> <p>Motion to accept the Summerfest financial report as circulated Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED</p>	<p>Cari and Charlotte to create a simplified system that is used to document Summerfest financials and present to Committee at a future meeting</p> <p>Committee will discuss at next meeting</p>
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<p>5. Vendor Fees</p>	<p>Jodi presented proposed vendor fees and comparison with other festival fees and festival licencing charges. Committee felt the proposed fees were reasonable and responsive to the feedback from Pelham businesses and justifiable in comparison with comparable festival vendor fees.</p> <p>Discussion took place around the crafter/artisan category and Committee agreed to eliminate this distinction. All vendors selling merchandise will be considered Retail.</p> <p>Committee also agreed to keep fees for non-profit vendors at the same rate as 2016.</p> <p>Staff proposes to complete an inventory of vendor spaces identifying set up & tear down restrictions and hydro availability</p> <p>Motion to accept the vendor fees as amended (crafter/artisan to become retail, non-profit to maintain the same rate as 2016) Moved by: Michelle Stewart Seconded by: Candy Ashbee CARRIED</p>	<p>Staff to have vendor applications complete with new fees by mid-December</p> <p>Staff to create inventory of vendor spaces</p>
<p>6. Final Report Draft with Recommendations from Sept 21 and Oct 5</p>	<p>The draft final report was reviewed and edits were discussed.</p>	<p>John and Gary to submit their estimated hours worked outside of meetings to Sally</p> <p>Sally to make updates and forward to Committee</p>

	Final Report is to be presented to Council on November 21. John will make presentation and requested support of a Committee Member who can speak to the Social Media elements. A power point, similar to past years, will be done to go along with the presentation.	Staff to submit request to appear before Council to Clerk's Dept. Staff to create Power Point
7. Sponsor Thank you Card Signing	Thank you cards were signed by those present	Cards to be signed by Vickie and Matt as soon as possible
8. Other Business:		
9. Next Meeting:	Wednesday Nov 9 th @ 5:30pm Items for Agenda: Review the Final Report Terms of Reference and Committee structure	
10. Adjournment	Meeting adjourned 7:20pm	