

**Pelham Summerfest 2016 Committee Meeting
October 5, 2016 – Council Chambers, 5:00 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 	<p>In Attendance:</p> <p>John Wink Vickie vanRavenswaay Gary Accursi Bill Gibson Candy Ashbee Michelle Stewart Jodi Hendriks Rachel Ahle</p> <p>Regrets:</p> <p>Sally Jaeger Matt Leask</p>	
<p>1. Additions to the Agenda</p>		
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as amended: Moved by: Bill Gibson Seconded by: Candy Ashbee CARRIED</p>	
<p>3. Approval of Minutes - Sept 21, 2016</p>	<p>Minutes of Sept 21, 2016 approved as circulated</p>	

	<p>Moved by: Candy Ashbee Seconded by: Bill Gibson CARRIED</p>	
<p>4. Continuation of outcomes of Sep 12 problem solving</p>	<p>Letter to the voice: To go to Council</p> <p>Parking Recap: Thursday Map = Approved Friday Map = Approved – Additions: Security guard beside Salon Laxmi and soft closure at college with security guard Saturday = licence the red part and at 5pm move it up to Gelato Village. Yoga in the park + free advertising. Sunday = Using Pelham St. for parking. Will still fit 175 cars along Pelham Town Square & Municipal Lot. Line up food vendors in employee parking lot and put retail vendors alongside on the grass.</p> <p>Security Recap: Create a list of what security needs to do compile from staff and Pelham Businesses.</p> <p>ID everyone under 35 with signage. Different colour wristband each day. Training session for wristbanders – Volunteer training that stresses the</p>	<p>Vickie follow up with Nancy</p> <p>Bill to compile everyone’s notes for Business Survey: hand deliver to each Business on Pelham St. with a one week deadline.</p>

	<p>seriousness. Create survey regarding security issues and potential solutions/ideas for each Pelham Business to complete</p> <p>Single file line, bag check, no outside food/drink (including water). A notice of these new rules “for your safety and the security of the Festival” posted on social media and newspaper.</p> <p>Have designated security phone number for issues arising during the festival</p> <p>Meeting with Todd in regards to his area Define roles as monitors – must be willing to confront</p> <p>Shuttles: Increase bus size Two shuttles + Transit (possibly make transit free for that weekend) Add one extra shuttle in the evening (Ex. convert Transit into a shuttle after 6pm) Increase bus routes, both direct and loop Increase promotion of shuttles/transit</p>	<p>Bill to create</p>
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	<p>Incentives to ride shuttle</p> <p>3. Ensure Customer Accessibility: Done</p> <p>4.Reviewed liability to damages due to Summerfest</p> <p>5.Get all of the local businesses more actively involved: Early Bird Prices open to Pelham Businesses – make it CLEAR that space is limited, first come first serve</p> <p>A Pelham Business Rate (past Early Bird deadline) + an Out of Town Rate</p> <p>Reviewed vendor pricing structure</p> <p>Send the application form to ALL businesses in Pelham – door-to-door</p> <p>Provide Marketing seminars for Pelham businesses</p> <p>6.Make it financially beneficial for Pelham Businesses to set up a booth</p>	<p>Staff to bring comparison to next meeting</p> <p>Committee to follow up with mypelham</p> <p>Staff to look at vendor rates</p>
<p>4. Other Business:</p>		
<p>5. Next Meeting:</p>	<p>October 12 – 5:30-7:00pm Final Report Draft including</p>	<p>Staff to circulate draft financials to committee members beforehand for</p>

	recommendations Finances and distribution to service clubs Vendor Fees	review Staff to review historical service club distribution Staff to bring comparison
6. Adjournment	Motion to adjourn at 7:15pm Moved by: Bill Gibson Seconded: Candy Ashbee CARRIED	