

SUMMERFEST COMMITTEE MINUTES

MEETING DATE: Tuesday, September 11, 2018 – 5:30 PM
Town of Pelham, MCC Boardroom, Fonthill

Present:

John Wink (Committee Chair)
Bill Gibson (PATC)
Bill Sheldon (Resident)
Sally Jaeger (Special Events & Festivals Programmer)
Devon Elcomb (RCW Administrative Assistant)
Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)
Candy Ashbee (PBA)
Councillor Gary Accursi
Sofia Labricciosa (MYAC)
Matthew Leask (Welland/Pelham Chamber of Commerce)

Absent with Regrets: Sofia Labricciosa (MYAC) , Alison Brown (Active Living Programmer)

1 DECLARATION OF QUORUM AND CALL TO ORDER

The Chair, John Wink, declared quorum and welcomed everyone

2 ADOPTION OF AGENDA

Moved by: Candy Ashbee
Seconded by: Bill Sheldon

THAT the agenda for the September 11th, 2018 Summerfest Committee Meeting be approved as amended.

CARRIED

3 DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by: Matthew Leask
Seconded by: Bill Gibson

THAT the Minutes of the July 24th 2018 Summerfest Committee meeting be approved, as presented.

CARRIED



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5 DOWNLOAD APP TO WIN & SURVEY CONTEST DRAWS

5.1 351 surveys were received between the Summerfest Ambassadors on site at the event and the on-line survey post-event. Niagara Casinos donated a wonderful prize package as part of their sponsorship. Those that completed the survey were included in a draw for this prize package. Chair, John Wink, chose the winning survey number. Sally to contact the lucky winner.

5.2 Once again people who downloaded the Summerfest app, were able to enter a contest to win Niagara River Lions tickets. Three participant's names were drawn; winners will be contacted.

6 INFLATABLES BOOKINGS

6.1 Niagara Inflatables units for 2019 were discussed, Sally and John to make final decision as to exact units required.

7 MyPelham – ABSENCE OF PHOTO BOOTH

7.1 Committee was disappointed with the absence of the photo booth, will make sure to discuss with MyPelham to see if it can be included next year.

8 FEEDBACK FROM LACROSSE RE CAN COLLECTION/REGION RECYCLING

8.1 Lacrosse made back \$769 dollars from can collection. Discussion about adding extra recycle bins. Feed back was positive and they would love to do it again. This option will be offered to local groups and organizations for 2019.

9 NIAGARA AV

9.1 Sally and Gary met with Chris Thompson to express concerns over services not delivered. Invoice was reduced, overall it was a good experience and committee felt it was a good addition.

10 SUMMERFEST COMMITTEE TERMS OF REFERENCE CHANGES

10.1 After much discussion committee agreed to request an amendment to the Summerfest Terms of Reference to increase to the number of residents at large that may sit on the committee to 4 from 2. Sally to include in final report.

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11 SUMMARY OF STAFF DEBRIEF MEETINGS

- 11.1 Sally summarized the debrief meeting with Finance, Public Works, and Bi Law. Suggestions included stand alone ticket booths closer to the entrances, purchase of generators to help light entrances where we have no access to hydro, security be increased in “Teen Zone” area, Niagara Regional Police payed duty requested and possibly purchasing crowd control fencing instead of renting for each event.

12 FIRST LOOK AT FINANCIAL REPORT

- 12.1 A first draft of the financial report was reviewed; many expenses have not been finalized however Summerfest is expected to show a surplus once again.
- 12.2 Honorarium for service clubs were presented motion was made to approve honorariums as presented.

Moved by: Bill Gibson

Seconded by: Candy Ashbee

CARRIED

13 DRAFT SUMMERFEST FINAL REPORT

- 13.1 Draft of Summerfest final report was reviewed, Financial statement to be updated and included in final report. Sally to email final report to committee members for review.
- 13.2 After much discussion it was decided the final report should be presented to council in November.

14 OTHER BUSINESS:

- 14.1 Motion was made to purchase 2 generators at an upset limit of \$5000.

Moved by: Bill Sheldon

Seconded by: Bill Gibson

CARRIED

- 14.2 Thank you cards will be drafted as soon as possible and circulated to committee members so that they can be sent to sponsors promptly. Plaques design to follow.

- 14.3 Bill Gibson made a presentation about cladding of the arches. Motion was made to have Bill Gibson create a report to present to council.

Motion: Bill Sheldon

Second: Matt second

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15 NEXT MEETING

Call of chair for next meeting TBD

16 ADJOURNMENT

Moved by: Bill Sheldon

Seconded by: Bill Gibson

The meeting of the Summerfest Committee, September 11, 2018 was adjourned at 8:15pm

CARRIED



Recreation, Culture
& Wellness