

SUMMERFEST COMMITTEE MINUTES

MEETING DATE: Wednesday, July 17, 2019 – 5:30 PM
Town of Pelham, Council Chambers, Fonthill

Present:

Bill Gibson (PATC)
Sally Jaeger (Special Events & Festivals Programmer)
Councillor John Wink
Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)
Karen Blake (RCW Administrative Assistant)
Bill Sheldon (Resident)
Emily Bonisteel (MYAC Rep)
Lucas Rockx (RCW Brock Intern)
Candy Ashbee (PBA)
Julie Milligan (Resident)
Caroline Mullin (Social Media Marketer)
Frank Adamson (Resident)
Marlene Ouwendyk (PBA)
Bryan Lachapelle (Welland/Pelham Chamber of Commerce),

Absent with Regrets: Remo Battista (Resident), Kelly Sauriol (Chamber of Commerce)

1 WELCOME

2 DECLARATION OF QUORUM AND CALL TO ORDER

The Chair, Bill Gibson, declared quorum and called the meeting to order at 5:33pm.

3 ADDITIONS TO THE AGENDA

4 ADOPTION OF AGENDA

Moved by: Candy Ashbee

Seconded by: Frank Adamson

THAT the agenda for the July 17, 2019 Summerfest Committee Meeting be approved, as presented.

CARRIED

5 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by: Bryan Lachapelle





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Seconded by: Julie Milligan

THAT the Minutes of the July 10, 2019 Summerfest Committee meeting be approved, as presented.
CARRIED

6 MARKETING & COMMUNICATION

Carolyn informed the Committee that there was nothing to update on Marketing and Communication except that she is continuing on with posting on social media and the website and that Summerfest has gained more followers on Instagram.

7 SPONSORSHIPS

Nothing to update.

8 ENTERTAINMENT

8.1 Sally informed the Committee that all entertainment has been contacted and confirm their presence at Summerfest 2019.

9 LOGISTICS

9.1 **Daily Scripts/Timelines/Staffing:** Sally went through the Daily Scripts for Saturday and Sunday, and answered any questions the Committee had surrounding responsibilities and timelines. These scripts will be posted on the Council Chambers during the event. Bill G let the Committee know that his son will be the MC for Sunday. Jodi will forward Bill G the MC scripts. Karen walked the Committee through their roles for Summerfest 2019.

9.2 **Walk Through of Event Area:** New Committee members were offered the opportunity to walk through the festival area with Staff at the end of the meeting.

10 VENDOR UPDATE

Lucas updated the Committee that the vendor walk through went well and everything is prepared for the start of the festival.

11 ARCHES

11.1 **Donation Containers:** Frank will purchase water containers for donation collection to be secured at each entrance and at the bar. Sally will create a poster for the sides of these containers.



**Recreation, Culture
& Wellness**

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11.2 **Ticket for the Arches:** Vickie informed the Committee that we can have the "Tickets for the Arches" donation containers. Sally will create the signage for these. Carolyn will post on social media to advertising this.

12 SUNDAY BREAKFAST:

Bill S updated the Committee that everything is set for Sunday Breakfast and all supplies will arrive at 6:45am.

13 OTHER BUSINESS:

14 NEXT MEETING – Debrief and Committee Dinner

Next meeting: Wednesday August 7, 2019 at 5:30pm

15 ADJOURNMENT

Moved: Frank Adamson
Seconded: Candy Ashbee

THAT the meeting of the Summerfest Committee, July 17, 2019 be adjourned at 7:05pm.

CARRIED



Chair of Summerfest Committee
Bill Gibson

RCW Administrative Assistant
Karen Blake

