SUMMERFEST COMMITTEE
MINUTES

MEETING DATE: Wednesday, September 25, 2019 – 5:30 PM
Kinsmen Room, MCC, Town of Pelham, Fonthill

Present:
Bill Gibson (PATC)
Sally Jaeger (Special Events & Festivals Programmer)
Remo Battista (Resident)
Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)
Karen Blake (RCW Administrative Assistant)
Bill Sheldon (Resident)
Julie Milligan (Resident)
Frank Adamson (Resident)
Kelly Sauriol (Chamber of Commerce)

Absent with Regrets: Councillor John Wink, Marlene Ouwendyk (PBA), Emily Bonisteel (MYAC Rep), Candy Ashbee (PBA), Carolyn Mullin (Social Media Marketer), Bryan Lachapelle (Welland/Pelham 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 5:38pm.

3 ADDITIONS TO THE AGENDA
Draw for Casino Package
Chair's Upcoming Vacation

4 ADOPTION OF AGENDA
Moved by: Julie Milligan
Seconded by: Kelly Sauriol

THAT the agenda for the September 25, 2019 Summerfest Committee Meeting be approved, as amended.

CARRIED

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5 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by: Remo Battista
Seconded by: Julie Milligan

THAT the Minutes of the August 7, 2019 Summerfest Committee meeting be approved, as presented.

CARRIED

6 SPONSOR THANK YOU CARD

Sally showed a preview of a draft electronic Thank You Card for 2019 Summerfest sponsors to the Committee. The Committee discussed types of photos to attach and agreed an electronic thank you card can be distributed for Summerfest 2019.

7 REBUILD THE ARCHES

Frank updated the Committee on the efforts of the Rebuild the Arches campaign and highlighted the immense support of the community. He updated the Committee on the status and logistics of the two upcoming community events: Raise the Arches Gala and Purse Bingo.

Bill G updated the Committee on the estimated cost of the arches, the materials and design, the construction process and estimate time of completion.

8 DRAFT FINAL REPORT & PRESENTATION TO COUNCIL

Sally distributed a draft final report and presentation to the Committee. She read through, and explained the report. The Committee discussed level of funding, the reserves, and contributions from the Community. Sally will work with the Chair to finalize the report and presentation. It is anticipated that both will go to the Council Meeting on November 4, 2019.

Vickie explained the upcoming changes in the Public Works department including how it will influence future Summerfest events. Bill G noted that he is working on

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new logistics of the festival, which might lessen the load on the Public Works department. The Committee discussed the timeline for making decisions about the logistics of Summerfest. Sally explained the typical timelines of logistical decision-making.

9 OTHER BUSINESS:

- **Draw for Casino Prize:** Sally noted that 284 people were eligible for the Casino prize pack by completing the Summerfest survey in-person or online. The Committee chose a random number to select the winner. Sally will contact the winner to arrange for pick up of the prize.

- **Chair's Vacation:** Bill G noted that he will be away for a extended amount of time between October 2019 and April 2020. He asked the Committee if they would like him to remain chair. The Committee agreed unanimously for Bill G to remain chair.

10 NEXT MEETING – First Look at Financials & Draft Final Report
Next meeting: Wednesday October 30 at 5:30pm

11 ADJOURNMENT
Moved: Julie Milligan
Seconded: Kelly Sauriol

THAT the meeting of the Summerfest Committee, September 25, 2019 be adjourned at 6:51pm.

CARRIED

Chair of Summerfest Committee
Bill Gibson

RCW Administrative Assistant
Karen Blake