

Minutes

Stewart Park Festival Committee

Meeting was held Wednesday, July 5th, 2022, at 6:30 p.m.

Location: Perth Tea Room

Present: Delores MacAdam, Don Kindt, Peter Cochrane, Gary Waterfield, James Keelaghan, David Kroetsch, Matt McShane, and Rob Marois

Regrets: Taisha Lesser Susan Thompson, Kendra Hobbs, Marcel Quenneville

Staff: Kari Clarke and Anne Davis

Guests: None

Recorded by Kari Clarke

1. Tenth Meeting of 2022

- a. Called to order at 6:30 p.m. by SPF Chair, Delores MacAdam.
- b. Disclosure of Pecuniary Interest and General Nature Thereof
- c. Motion to approve the minutes –June 22nd, 2022, approved by Gary Waterfield

2. Disclosure of Additional Items

3. Unfinished Business

4. New Business

- a. Bracelets available for After Hours
 - Rob will have 30 bracelets for each night to make available for sponsors
 - Bracelets will not go into performer packages; their lanyards will give the performers entrance into the After Hour venue
- b. Emergency Plan training times
 - Training is scheduled for Wed. July 6th at 3:45 to review the Emergency Plan and to review the protocols for CPR and Naloxone emergencies

c. Security for the weekend

- Will try to see if we can get 1 OPP officer for the evenings at the After Hours
- OPP is booked for Saturday and Sunday in the park
- Overnight security and Crosswalk duty has been booked

d. Signage

- Do we have a vendor parking sign?
- Shuttle signs have been reprinted and are available for pick up in the officer
- Road sign will be placed on Wednesday

e. MC Script for Dave Balfour

- Template for stage announcements needs to go to Dave by Monday
- Everyone must submit their announcements to Anne by Friday
- Call out for sponsors, mention of the downtown businesses, SPF merchandise and all hospitality information should be mentioned

5. Coordinator & Staff Reports

a. Marketing and Social Media Coordinator

- Kendra sent in her update
- KISS FM will be onsite on Sat.
- Two influencers will be onsite on Friday

b. Website and Graphics Coordinator

- Tracy has sent in her update

c. Sponsorship Coordinator

- VIP reception will be held on Thursday, July 7th at 6:30 at The Locks
- Michael Sangster has donated the food and wine and Perth Brewery the beer for the event
- Tiptap devices are currently at Queen Bee Millinery and Top Shelf Distillers
- Current totals are \$96,000 from sponsors, including the sponsorship from the Shannan Foundation

d. Volunteer Program Coordinator

- 74 volunteers have signed up, more are still needed
- Volunteer Orientation is next Tues, July 12th, the committee will meet at 5:30 and the volunteers will meet at 7:30 PM
- Shift schedule will be posted at the Volunteer night and often volunteers in attendance will take on more shifts

e. Merchandise Coordinator

- HST forms and EFT forms will be sent to Gary

f. Vendor Market Coordinator

- Total vendors - 33
- Vendor map will be sent out to committee
- MacDougall Insurance is providing coverage for vendors
- Matt will send the invoice to the office
- Matt will advise vendors that all tents must be weighted, and that vendor parking is at the Curling Club
- Tents must be set up 10 ft apart for the fire code and 18 ft apart facing each other, to allow room for emergency vehicles

g. Crystal Palace Coordinator

- LOU between the Stewart Park Festival and the Farmers Market will be sent to Sarah by Pete
- Office is collecting invoices from Top Shelf Distillers and Perth Brewery
- Invoice, schedule and license will be posted at the Crystal palace on Friday

h. On-site/Backstage Coordinator

- Not able to get a trailer
- Dave Stewart is working backstage
- Susan is trying to get a misting tent
- Steve Sproule will MC the Wendy Laut stage

i. Artistic Director

- Natalie MacMaster is bringing her own RV

j. BIA Coordinator

- **Tuesday, July 12** – SPF meeting at Crystal Palace at 5:30 (sandwiches will be provided)
- Volunteer Orientation at Crystal Palace @ 7:00
- **Sunday, July 17** – Volunteer Dinner, Crystal Palace 6-8 PM (Maximilian's)
- **Monday, July 18** - SPF Committee Celebratory Lunch, 12 noon at Mex & Co. on the patio
- **Thursday, August 11th** – 5:30 – Report card night at Maximillian's

6. Additional Items to be Discussed

7. **Adjourn:** Moved by Don Kindt that the meeting adjourns at 8:20 PM
8. **Next meeting:** to be held July 12th at 5:30 at the Crystal Place.

Chair, Delores MacAdam

Recording Secretary, Kari Clarke