



STEWART PARK FESTIVAL

MINUTES

Held: Thursday, November 2nd, 2023, at 6:30pm

Location: Perth Restaurant and Pizzeria

Present: Delores MacAdam, Councillor Gary Waterfield, David Kroetsch, David Murray, Don Kindt, Peter Cochrane, and Kelsey Dold

Absent: Tracy Fawcett, Rob Marois, Jamie Campbell, David Balfour, Councillor Isabel Anne McRae, Matt McShane, Shawn Vernier, and Susan Thompson

1. Call to Order

The meeting was called to order by the Chair at 6:35pm

2. Disclosure of Pecuniary Interest and General Nature Thereof

There being none, the Chair moved onto the next order of business

3. Disclosure of Additional Items

There being none, the Chair moved onto the next order of business

4. Unfinished Business

a. VIP Reception

- November 23rd, at the Locks, 6pm-8:30pm
- RSVP by November 9th
- Artist is booked

b. June 8th, 2024

- The Crystal Palace is booked
- Heatwave band is booked
- \$20/ticket
 - Tickets to be sold through Odoo
- Peter Cochrane to inquire about technician cost
- Discussion about The River Thieves at the Legion as a possibility for 2024
 - Discuss further at next meeting

- c. Marketing**
 - Delores MacAdam and Kelsey Dold to create a job description and advertise
 - d. Meeting with Tony Hendricks**
 - Delores MacAdam and Kelsey Dold to meet with Tony to discuss processes, the recycling program, and the Merchandise booth
 - e. Vendor Coordinator Support**
 - Matt McShane to provide Don Kindt with a 'job description' for vendor marketplace assistant on-site during the festival
- 5. New Business**
 - a. 2024 Budget**
 - The committee discussed each line
 - More funds to be allocated for tent/stage repairs
 - Delores MacAdam to ask Rob Marois about the amount allocated for bar stock
 - Merchandise and Information booths to be split
 - Tony Hendricks to speak to merchandise
 - Councillor Gary Waterfield to speak to music sales – requests \$2,000
 - Delores MacAdam to send 2024 budget information to the committee to review
 - Must be passed by the BIA Board
 - b. Virtual Meetings**
 - If there's bad weather, meetings will be held virtual
 - Callout day before
 - c. Setup and Takedown**
 - Don Kindt to inquire with volunteers to do a tear down on the Sunday of the Festival
 - Any help Peter Cochrane and team may need
- 6. Coordinator and Staff Reports**
 - a. Marketing Coordinator**
 - N/A
 - b. Website, Graphics, and Social Media**
 - Tracy Fawcett absent
 - Delores MacAdam to get access to the Festival Facebook page
 - c. Sponsorship Coordinator**
 - Rob Marois absent
 - Collecting RSVPs for the VIP event
 - d. Volunteer Coordinator**
 - Ran out of food for the volunteers this year, make sure to order more for 2024
 - 2024 t-shirt color is jade
 - Ordering volunteer t-shirts (200) for the volunteers and for the committee members to have one as well
 - If any committee member needs a new shirt, opposed to reusing this years', Don Kindt can make an order
 - Coordinating with Councillor Isabel Anne McRae regarding first aid responders
 - Volunteers will wear the Festival t-shirt, as well as a reflective vest overtop
 - e. Merchandise Coordinator**
 - N/A

- f. Vendor Market Coordinator**
- Matt McShane absent
- Delores MacAdam, Matt McShane, and Kelsey Dold to have a meeting with the BIA Personnel Committee regarding vendor marketplace setup
- g. Music Tent Coordinator**
- No update at this time
- h. Crystal Palace**
- Note to order the tall bistro tables for 2024
- i. On-site/Backstage**
- Peter Cochrane to revise the tent/stage budget
- Need someone to emcee at the Wendy Laut stage
 - Also need an emcee for Crystal Palace and the main stage
- j. Artistic Directors**
- Jamie Campbell and David Balfour absent
- k. BIA Coordinator**
- Confirmed stage repair invoice with Peter Cochrane
- No other updates at this time
- 7. Next Meeting:** Monday, November 27th, 2023, at 5:00pm for budget revision, following will be Thursday, January 4th, 2024, at 6:30pm
- 8. Adjournment:** by the Chair at 7:38pm