



STEWART PARK FESTIVAL COMMITTEE

Minutes

Thursday, January 11th, 2024, at 6:30pm

Held: The Perth Restaurant

Present: Delores MacAdam, Jamie Campbell, David Balfour, Peter Cochrane, Councilor Gary Waterfield, Rob Marois, Susan Thompson, Matt McShane, Tracy Fawcett, David Murray, Councilor Isabel Anne McRae, David Kroetsch, and Shawn Vernier

Absent: Don Kindt and Kelsey Dold

1. Call to Order

The meeting was called to order by the Chair

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

- a. Coordinator Reports
- b. Wendy Laut Stage

4. Unfinished Business

- a. June 8th
 - Brainstorm theme ideas – bring to next meeting
 - Once theme is confirmed, promotional material can be created
 - Rob Marois to get in contact with alcohol providers
 - Encouraging committee members to get their Smart Serve certification for assistance
 - Dave Balfour or Jamie Campbell as Emcee
 - Tech is confirmed

5. New Business

- a. Welcome Kournii Hanson (Marketing Coordinator)

- b. Welcome Sophie Ball (Marketing Coordinator)**
 - c. Welcome Anne Davis (Merchandise Coordinator)**
 - d. Recycle Program**
- Pete Cochrane has prepared an MOU to be submitted to both the Town of Perth and CNL
- 6. Coordinator and Staff Reports**
 - a. Website and Graphics Coordinator**
 - Will be able to start working on promotional materials once the fundraiser theme is confirmed
 - b. Sponsorship Coordinator**
 - Confirmed first sponsorship
 - c. Volunteer Coordinator**
 - No report at this time
 - d. Music Tent Coordinator**
 - Councilor Gary Waterfield confirmed availability of St. Paul's Church
 - Ennis Sisters
 - Confirmed for November 30th
 - Dave Balfour and Jamie Campbell to speak with their agent re cost
 - e. Merchandise Coordinator**
 - Anne Davis received Tony Hendricks 2023 merchandise report
 - f. Vendor Marketplace Coordinator**
 - Vendor applications are being released within two weeks
 - g. Crystal Palace Coordinators**
 - No report at this time
 - h. On-Site/Backstage Coordinators**
 - Pete Cochrane to confirm children's area – YAK
 - Delores MacAdam to contact Otto's owners re artists tent
 - i. Artistic Directors**
 - No report at this time
 - j. BIA Coordinator**
 - Forwarding inquiries to respective Coordinators
 - Confirmed contact for security
 - Received quote for high rise tables – will bring to next meeting
- 7. Discussion of Additional Items**
 - a. Coordinator Reports**

- Councilor Isabel Anne McRae requests a Coordinator Report for First Aid on every agenda

b. Wendy Laut Stage

- David Kroetsch is working with Steve Sproule to manage and emcee

8. Next Meeting: Thursday, March 7th, at 6:30pm

9. Adjournment: by the Chair