



## STEWART PARK FESTIVAL COMMITTEE

### Minutes

Thursday, January 11<sup>th</sup>, 2024, at 6:30pm

Held: The Perth Restaurant

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**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

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#### 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 8<sup>th</sup>
  - 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 30<sup>th</sup>
    - 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 Krosetch is working with Steve Sproule to manage and emcee

**8. Next Meeting:** Thursday, March 7<sup>th</sup>, at 6:30pm

**9. Adjournment:** by the Chair