



## STEWART PARK FESTIVAL COMMITTEE

### AGENDA

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

Held: The Perth Restaurant (tentative)

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#### Present:

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#### 1. Call to Order

The meeting was called to order at 6:31pm by the Chair

#### 2. Disclosure of Pecuniary Interest and General Nature Thereof

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

#### 3. Discussion of Additional Items

##### a. Importance of Meetings

#### 4. Unfinished Business

##### a. Saturday, June 8<sup>th</sup>

- Evening fundraiser event
- Entertainment is booked – Heatwave
- Tickets to be sold through Odoo or other platform
- Rob Marois to speak with Perth Brewery and Top Shelf Distillers

##### b. Marketing

- An ad was released to promote the Marketing Coordinator Position
- Kelsey Dold to forward the ad to Don Kindt to distribute to volunteers
- Deadline to apply is January 22<sup>nd</sup>
- Delores MacAdam and Kelsey Dold to conduct interviews

#### 5. New Business

##### a. Festival Dates

- July 19<sup>th</sup>-21<sup>st</sup>, 2024
- Kemptville Live is taking place during the same weekend
- It's important to have vendor applications etc., available early

##### b. Meeting Invites from Other Organizations

- If approached to represent SPF at an event, be sure someone is able to go
- If unable to attend, discuss with the committee to see if someone else is able to represent the Festival

**6. Coordinator and Staff Reports**

- a. **Website and Graphics Coordinator**
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- b. **Sponsorship Coordinator**
- c. **Volunteer Coordinator**
- d. **Music Tent Coordinator**
- e. **Merchandise Coordinator**
- f. **Vendor Marketplace Coordinator**
- g. **Crystal Palace Coordinators**
- h. **On-Site/Backstage Coordinators**
- i. **Artistic Directors**
- j. **BIA Coordinator**

**7. Discussion of Additional Items**

- a. **Importance of Meetings**
- 8. Next Meeting:**
- 9. Adjournment:**