



## STEWART PARK FESTIVAL COMMITTEE

### MINUTES

Held: Thursday, June 6<sup>th</sup>, 2024, at 6:00pm

Location: Perth Restaurant & Pizzeria

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**Present:** Delores MacAdam, Don Kindt, Sophie Ball, Tracy Fawcett, Anne Davis, Peter Cochrane, Jamie Campbell, David Kroetsch, Shawn Vernier, Haley Beattie, Isabel Anne McRae, Susan Thompson, and Kelsey Dold

**Absent:** Rob Marois, Matt McShane, Kournii Hansen, Gary Waterfield, David Murry

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#### 1. Call to Order

The meeting was called to order by the Chair at 6:01 am

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

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

#### 3. Approval of Last Meeting Minutes

Moved by Don Kindt

#### 4. Disclosure of Additional Items

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

#### 5. Unfinished Business

##### a. June 8<sup>th</sup> Roundtable

→ Working on the lineup launch

○ Announcing on June 8<sup>th</sup>

→ Festival Administrator to forward giveaway winners name to the Merchandise Coordinator for entry to evening dance

- Volunteer/Committee schedule prepared by the Volunteer Coordinator
- Vendor Marketplace Coordinator to send the Chair and Merchandise Coordinator the list of names of those who purchased tickets online
- Backstage Coordinator to bring items from the storage locker to the Crystal Palace on the 7<sup>th</sup>
- Implement a green room backstage for the band
- Crystal Palace floorplan to be revised
  - Movement of tables – form angled tables

#### **b. June 8<sup>th</sup> Ticket Sales**

- 170 tickets sold to date
- \$15 for after hours during the Festival weekend

#### **c. June 8<sup>th</sup> First Aid**

- First Aid Coordinator to bring first aid kits
- First Aid Coordinator and volunteer both have certification to aid in any emergency during the fundraiser dance

### **6. New Business**

#### **a. Underage Drinking**

- Security at the door – David Kroetsch

#### **b. COVID-19**

- If someone present has Covid-19, Committee to advise them to go home
  - Differ for Festival

#### **c. Emcee**

- Emcees will be the Artistic Directors
- Festival Administrator to prepare Motown trivia for the audience
- Be sure to thank the food vendor, Old Dutch, liquor vendors, MyFm, the Town of Perth, and all sponsors/donors

### **7. Coordinator Reports**

#### **a. BIA Coordinator**

- Announced resignation of the BIA
  - Will continue with the BIA until the end of July, being sure to be here during the Festival and its preparation

- Suggests adding deadlines to sign contracts to be able to receive the lineup quicker
  - Many inquiries regarding the lineup before its launch
- General inquiries – accommodations, dates, etc.,

#### **b. Artistic Directors**

- Lineup is being released on June 8<sup>th</sup>
- Most contracts are signed and submitted to the BIA Coordinator
- Local band to close the Festival on the 21<sup>st</sup>
- Sponsorship and Donations Coordinators to discuss the change of Crystal Palace being the Wendy Laut Stage, opposed to the Perth Brewery Patio
- Will be doing interviews on MyFM

#### **c. Marketing Coordinators**

- Festival Administrator, Chair, Website and Graphics Coordinator, and the BIA Coordinator
  - Working on the editorial calendar
  - Researching the artists for features

#### **d. Website and Graphic Design Coordinator**

- Revamping the branding
- Lineup will be coordinated for the launch on June 8th
- Vendor Marketplace Coordinator to continue forwarding vendors to be added to the website
  - Also give information to the Festival Administrator
- In need of children's activities information for website
- In need of a few sponsorships' logos

#### **e. Sponsorships and Donations Coordinator**

- Have secured more funds since the previous meeting
- Asks for a push on socials for donations

#### **f. Crystal Palace Coordinator**

- Ready for June 8<sup>th</sup>
  - The site plan will be a god test for the Festival weekend
- All good otherwise

#### **g. Backstage Coordinator**

- To decide on a space with the First Aid Coordinator for the First Aid tent in Market Square
- Looking for a location for the second sprinkler tent
- Struggling with permits for the stage
  - Chair of the Festival to coordinate a meeting with the Backstage Coordinator and the Town of Perth to discuss

#### **h. Volunteer Coordinator**

- To speak with Artistic Directors regarding change in schedule
- No one signed up for the Friday shifts

#### **i. First Aid Coordinator**

- Received RV insurance
- Needs to know schedule for the volunteer shifts
- BIA Coordinator to source First Aid vests for volunteers
  - Have ready for July 16<sup>th</sup> Volunteer Orientation

#### **j. Vendor Marketplace Coordinator**

- Absent
- Inform vendors of Festival schedule

#### **k. Merchandise Coordinator**

- Looking to purchase keychains and tote bags
- No other update currently

#### **l. Music Tent Coordinator**

- Absent

**8. Next Meeting:** Thursday, June 20<sup>th</sup>, at 6:00pm

**9. Adjournment:** by the Chair at 7:29pm