



STEWART PARK FESTIVAL

Minutes

February 5, 2026, at 6:00pm

Location: Sunshine Room, Town Hall

Present:

Voting Members: Diana Bracegirdle, Peter Cochrane, Tom Nephin, Shawn Vernier, Jamie Campbell, Anne Davis*, David Kroetsch**, Susan Thompson, Dawn Bell, Gary Waterfield

Non-Voting Members: Nancy Wing, Dave Cotten, Samantha Wheeler, Steev Morgan, Emilyn Narraway

Absent:

Voting Members: Shannon Riley

Non-Voting Members: Joanna Hughes, David Bird, Kimberley Sinclair

1. Call to Order

- a. Meeting called to order at 6:03pm

2. Disclosure of Pecuniary Interest and General Nature Thereof

3. Approval of Last Meeting Minutes

- a. Moved by Pete Cochrane
- b. Seconded by David Kroetsch
- c. Carried

4. Disclosure of Additional Items

- a. Role of the Treasurer
- b. Other Events/Outreach
- c. Library/Theatre
- d. 88.1 FM
- e. Sponsorship/Donation update
- f. Artist Accommodations

5. New Business

- a. Kick off event
 - i. Tentatively June 6th available, Crystal Palace

- ii. Discussion about limiting ticket sales to 300 for Crystal Palace capacity
 - iii. Treasurer discussed the budget from last Kick-Off event including profit margin
 - 1. Discussion about potential performers and associated cost increase
 - 2. Decision to collect budget breakdown and bring to March meeting
 - a. 12 Cocktail Tables (Nancy)
 - b. Band (Jamie)
 - c. Tech (Jamie)
 - d. Liquor License (Nancy)
 - e. Liquor (Shawn and Dave K)
 - f. Processing Fees for tickets (Nancy)
 - g. Printing (Nancy)
 - h. Other associated costs
 - 3. Ticket prices from \$25
 - iv. Discussion about theme for event.
 - 1. Utilize the festival theme?
 - 2. Emphasize “heart” to align with Pride Weekend
 - v. Discussion about announcing the festival line-up/headliners.
- b. 35th Branding [[LINK TO ASSETS](#)]
 - i. Presentation of logo options.
 - ii. Decision to go with first logo option (circular), relocate “35” above saxophone, readjust sizes to balance out design, add “th” after “35”
 - iii. Steev Morgan to provide revisions by email.
 - c. Follow up from previous meeting:
 - i. March Fundraiser After-action
 - 1. Discussion about reasons for the decision to not have the March event (risk, competing events, not enough time, not a lot of capacity, etc.)
 - d. Volunteer schedule and framework
 - i. Volunteer Coordinator provided an update on the construction of the framework
 - ii. Discussion about children’s area and organizations who provide volunteers for the programming.
 - iii. Discussion about the need for volunteers for Wendy Laut Stage.

- iv. Discussion about a community circle on the side of Wendy Laut Stage and need for several volunteers to help with set up and tear down for potentially 5 organizations.
- v. Discussion about Crystal Palace volunteer needs and a need for a key volunteer to relieve Crystal Palace Coordinator throughout the day.
- vi. Discussion about need for 2 volunteers per shift at the Music Tent and also at Information/Merch Tent.
- vii. Volunteer Coordinator to adjust framework and send out to the committee.
- e. Vehicle Use Policy
 - i. Discussion about vehicle use policy.
 - ii. Discussion about vehicle donated by dealership.
- f. Greener Events Symposium - [[LINK](#)]
 - i. Climate Network Lanark is attending the event and will provide insights.

6. Discussion of Additional Items

- a. Role of the Treasurer
 - i. With the shift in structure having the SPF Chair at the BIA Board Meeting has replaced former BIA Liaison Role.
 - ii. Discussion about role of Treasurer.
 - 1. Discussion about the Reserve and Grants.
 - 2. Treasurer provides value to prepare yearly budget, track finances and flag spending.
 - 3. Discussion about Treasurer requiring all information pertaining to finances, especially expenses.
 - 4. Decision to have a report on budget at each meeting, sent ahead of time.
 - iii. *Anne Davis left meeting at 7:01pm
- b. Other Events/Outreach
 - i. Discussion about Perth events as potential marketing opportunities
 - 1. Festival of Maples – cost prohibitive
 - 2. Farmer’s Market:
 - a. David K and Gary W – June 20th
 - 3. Pride – same day as potential Kick-Off
 - 4. Kilt Run – June 20th
- c. Library/Theatre
 - i. Discussion about use of Studio Theatre during festival weekend for venue for backup or emergency shelter.

- ii. Discussion about other potential back-up venues.
 - 1. Topic deferred to next meeting.
 - iii. Discussion about after-hour event at library, need for tech help and options for collaborating.
 - iv. Gary Waterfield recused self from conversation due to conflict of interest.
 - v. **David Kroetsch left meeting at 7:25pm
 - d. 88.1 FM (deferred)
 - e. Sponsorship Update
 - i. Notice that sponsorship is about ready to launch.
 - ii. Donation process still in the works but getting closer to new platform that would issue immediate tax receipts and year end statements.
 - f. Artist Accommodations
 - i. Artistic Director presented option of Stone Boat Artist Retreat
- 7. Next Meeting:** March 5, 2026, 6pm, Sunshine Room
- 8. Adjournment:** Meeting was adjourned at 7:30pm