

Minutes

Stewart Park Festival Committee

Meeting was held: Tuesday, January 8th, 2019 at 6:00 p.m.

Location: Perth Tearoom

Present: Don Kindt, Anne Davis, Jane Farrell, Gary Waterfield, Peter Cochrane, John McKenty, James Keelaghan, Barb St. Arnaud, Susan Thompson, Taisha Lesser and Dave Stewart

Regrets: Tom Uhryniw

Staff: Kari Clarke

Guests: Dolores McAdam, Tracy Fawcett, Joel Leblanc and Rob Richardson

Recorded by: Kari Clarke

Meeting called to order at 6 p.m.

1. First Meeting in 2019

- Called to order at 6 p.m. by John McKenty – Chair. Approval of Minutes Nov 13th, 2018.

2. New Business

- 2019 Key Dates
 - Committee Meetings for 2019- Feb. 12, Mar.12, April 9, May 14, Jun 11, July 2, July 16, Sept. 10, Oct. 8 and Nov. 12
 - May 16th – Coffee House
 - May 21st – Line-up Announcement
 - June 22nd – Kick off to Summer Event
 - July 9th – Committee & Staff Emergency training (pending)
 - July 16th – Volunteer Orientation
 - July 18th – Set-up
 - July 19th – Kick Off Breakfast
 - July 19th – 21st – Festival Weekend!
 - July 22nd – Wrap-up Lunch
 - July 30th – Wrap-Up Supper (Coordinator Reports due)
 - TBA – Christmas Show
 - Dec. 10th – Christmas Social

3. Updates

➤ 2019 Administrators Contract

- The Administrators contract begins on March 5
- There are three interviews set up for Friday, Jan.11th for this position

➤ 2019 Celebrate Ontario Grant

- The grant application has been submitted and confirmed received
- The grant parameters have changed, and they are now only funding programming, performer fees and marketing to bring tourists from over 40 km away to the festival
- The programming must be NEW to the festival and we needed to explain how this would draw visitors to our event
- Thursday night we will be offering a performance at St. Paul's Church as part of this year's festival
- This performance is dependent on our receiving the Celebrate Ontario Grant

➤ Kick-Off to Summer – June 22nd

- John has been in touch with the Northern Landsharks Parrothead Club about our event
- This is sure to attract Jimmy Buffet fans
- Discussion of a tailgate party before the show
- The Kick Off to Summer sub-committee will meet on Jan 15th at 6 p.m. at the Perth Tearoom

➤ Street Banner

- There as been discussion about upgrading the banner for Foster St.
- We can only hang the banner for one week, prior to the festival
- Costs are being reviewed and we will look into a possible in-kind sponsorship to offset some of the costs

➤ **Water Station**

- The Town of Perth has looked into ordering a large water station that can be used by multiple events
- The approximate cost is \$15,000
- John will confirm that this is in their 2019 budget along with the purchase of two large trees to create shade for the main stage audience.

➤ **Steve Sproule**

- Steve has indicated that he will return to MC the Wendy Laut Stage in 2019

➤ **Youth Showcase**

- in 2019 we want to change how we contact young musicians, since, schools have difficulty getting the kids to commit, when the SPF is in July and school is out for the summer
- We discussed if we should we market to the youth directly and leave less responsibility to the schools

➤ **Coordinator Report Review**

- A list was circulated that included the items identified in our Coordinator reports at the end of the 2018 SPF
- John requested that if an item was missing to please bring it to his attention
- It was mentioned that we needed better signage for the After-Hours venues

4. Coordinator and Staff Reports

➤ **Sponsorship**

- The SPF computer was approved and is now in the BIA office
- The Sponsorship Committee is finishing a full reconciliation for 2018 and they will determine what will be written off, so that they start 2019 with a clean slate
- Jane has met with the Deputy Treasurer for the Town of Perth, to put certain processes in place to make things easier going forward

➤ **Volunteer Coordinator**

- They have chosen the two colours for the 2019 volunteer t-shirts
- They have already filled certain volunteer shifts and removed them from the options available on the website

➤ **Merchandise Coordinator**

- **No report**

➤ **Children's Coordinator**

- **No report**

➤ **Workshop Coordinator**

- **No report**

➤ **Crystal Palace Coordinator**

- **No report**

➤ **Market Coordinator**

- There are a total of 25 spaces in the vendor/food market
- Anne would like to change some of the food and artisan vendors for this year to create a better variety
- BIA businesses get a 20% discount on the vendor fees
- The 2019 vendor application has been reviewed and there won't be price increases for 2019
- Anne mentioned that we need to add something on the website that lets the applicant know that their application was received
- Staff will confirm that the Town of Perth is offering vendors an opportunity to purchase insurance from the municipality and what the cost will be for 2019
- When the applications are available on the website a notification will be posted on Facebook
- the due date for applications is March 29th

➤ **On-Site Coordinator**

- Starting to contact contractor for tents

- They have discussed realigning the Wendy Laut Stage to reduce sound bleed
- A new stage will need to be rented for the Wendy Laut site

➤ **Artistic Director**

- A couple of acts have already been booked
- 75% will be booked by the end of the month

➤ **Website**

- Rack cards are being designed for the Ottawa Travel Show and Maplefest

➤ **BIA**

- Files are being prepared in the office to get ready for the 2019 SPF

Next meeting will be held on Feb. 12th at 6 p.m. at the Perth Tearoom.

Chair, John McKenty

Recording Secretary, Kari Clarke