

Minutes

Stewart Park Festival Committee

Meeting was held Thursday, March 10, 2022, at 6:30 p.m.

Location: Perth Tea Room

Present: Delores MacAdam, Don Kindt, Susan Thompson, Peter Cochrane, Rob Marois, Matt McShane, Gary Waterfield, David Kroetsch and Marcel Quenneville

Regrets: Taisha Lesser, Kendra Hobbs and James Keelaghan

Staff: Kari Clarke

Guests: Tracy Fawcett

Recorded by Kari Clarke

1. Fourth Meeting of 2022

- a. Called to order at 6:32 p.m. by SPF Chair, Delores MacAdam.
- b. Disclosure of Pecuniary Interest and General Nature Thereof
- c. Motion to approve the minutes – January 13th, February 10th and February 24th, 2022, approved by Don Kindt

2. Disclosure of Additional Items

3. Unfinished Business

4. New Business

a. Concert at Studio Theatre – April 22

- Committee members are aware of a concert at the Studio Theatre on the same night

b. MC for April 22nd

- Kendra Hobbs will be the MC at the April 22nd event

c. Ticket fee for What's the Commotions

- Committee agreed on the fee of \$15.00 for tickets

MOTION BIASP – 2022 - 4.1

MOVED BY Don Kindt

BE IT RESOLVED THAT THE STEWART PARK FESTIVAL COMMITTEE APPROVES A TICKET PRICE OF \$15 FOR THE WHAT'S THE COMMOTIONS CONCERT.

CARRIED *UNANIMOUS*

d. T-shirts for SPF

- Committee agreed to use the 2020 t-shirts for the 2022 festival

e. Art Project for SPF

- Committee approve the BIA public art project at the festival
- Pete will order a tent and the BIA will cover the costs of that tent

f. TD Sponsorship/Other grants

- TD has confirmed a \$10,000 grant for the SPF
- Tracy will design various ways to incorporate the TD logo to give recognition the biggest sponsor for 2022
- These designs will be circulated to the SPF committee for review and discussion

Reconnect Grant

- Application was made for a \$68,000 grant, but we have not received any news about our grant request

Music Performance Trust Fund Grant

- This grant offers to cover 50% of the artist fees, so it is being researched for 2022

Perth and District Community Foundation

- We have received the \$3000.00 grant

Lanark County Grant

- We have received the \$1000.00 grant

g. Resiliency Grant opportunity

- Opportunity to apply for funds to cover items that were put in place due to Covid restrictions or recommend protocols
- Deadline to apply is end of March

h. Liquor License

- Town of Perth will apply for the liquor license
- They want several names to be listed on the license, and one of the people listed on the license, must be at the Crystal Palace, at all times
- Those listed can rotate or work in shifts at the Crystal Palace
- If your name is on the liquor license, you can't drink alcohol
- Kari and Delores are on the license for April 22nd
- We need names for the SPF weekend
- Matt has offered to put his name on the license, and three more names are required

i. SPF Emergency Plan

- Delores will reach out to Police, Fire and Paramedics
- A tabletop exercise will be booked for Wed. June 15th from 6-9 p.m. at the Perth Town Hall
- Pizza and drinks will be brought in

5. Coordinator & Staff Reports

a. Marketing and Social Media Coordinator

- Kendra was absent, but meeting with the marketing team in Ottawa
- She sent a detailed update for the committee to review.

b. Sponsorship Coordinator

- Perth Brewery will be the major sponsor at the What's the Commotions event
- Top Shelf is still to be confirmed
- Pelee Island Winery will be onsite and is generously providing wine for us to sell by the glass
- Discussions have been held with the Best Western
- The use of Tiptap at the April 22nd event was determined to be an asset and Rob will contact them

c. Volunteer Coordinator

- Revised list of committee members who have signed up to work at the April 22nd event will be circulated

- A committee member is needed to work security at the door, and this will be broken up into shifts
- One by-law officer has been booked as security

d. Children's Program Coordinator

- No update

e. Merchandise Coordinator

- Lake 88 tent has been booked for the CD and artist merchandise sales
- Kari will create the electronic fund transfer form (EFT) to be attached to the artist's contract
- At the end of the artists performance, they will meet with Gary settle how much the festival owes them for merchandise sold, and Garry will provide them with a receipt
- Using the information provided on the EFT form, the Town will deposit the funds directly to their account within 3 days.
- This will create a safer and more secure payment protocol for committee members and artists

f. Vendor Market Coordinator

- Law and Orders will set up early
- They will require a 30 amp, 4 prong cable to hook up
- Kari will confirm that an appropriate plug is in place
- Vendor applications are ready to launch
- The applications will be juried via zoom on Tuesday, April 19th
- Jury members are Don, Marcel, Kari, Matt, Rob and 2 others

g. Crystal Palace Coordinator

- 12 cruising tables are needed for the Crystal Palace
- 6 tables have been booked and Kari will book another 6 tables

h. On-site/Backstage Coordinator

- Peter has two potential leads for a Wendy Laut stage

i. Artistic Director

- James was not available to attend
- James will confirm meals for 16 people and Kari will arrange food at Maximilian's for 6 p.m.

j. Website

- Tracy will link website and ticket page and website and vendor page
- Tracy is working with Don to launch Volunteer pages
- Sponsorship packages and website pages are linked
- Social media and a website page for the April 22nd concert will launch on April 1st

k. BIA Coordinator

- Contacted Martin Bus company, quote needs to be changed and not include Last Dual Park for 2023
- Will provide bracelets for the April 22 event
- Has contacted 3 security firms for the festival and waiting for replies
- Reaching out to the Health Unit for advice for backstage food handling and water stations
- SOP has been sent by the Town of Perth for the April 22nd event
- Parking requests were sent to the Legion and Curling Club for the festival weekend.

6. Additional Items to be Discussed

7. Adjourn: Moved by Rob Marois that the meeting adjourns at 8:40 PM

8. Next meeting: to be held April 14, 2022, at the Perth Tea Room.

Chair, Delores MacAdam

Recording Secretary, Kari Clarke