



STEWART PARK FESTIVAL COMMITTEE

MINUTES

Thursday, January 11th, 2024, at 6:30pm

Held: The Perth Restaurant (tentative)

Present:

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 8th

- 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 22nd
- Delores MacAdam and Kelsey Dold to conduct interviews

5. New Business

a. Festival Dates

- July 19th-21st, 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:**