



STEWART PARK FESTIVAL

MINUTES

Held: Thursday, July 4th, 2024, at 6:00pm

Location: Perth Restaurant and Pizzeria

1. Call to Order

The meeting was called to order by the Acting Chair at 6:00pm

2. Disclosure of Pecuniary Interest and General Nature Thereof

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

3. Approval of Last Meeting Minutes

Moved by David Murray, seconded by Peter Cochrane

4. Disclosure of Additional Items

a. Meeting Dates

5. Unfinished Business

a. Vendors (Including Crystal Palace) - Status

→ Junior and the Kid is the food vendor at the Crystal Palace

→ Vendors need to be informed of new start times

- Vendor Marketplace Coordinator to action

b. Emergency Plan – Status

→ Requires final approval

- To be reviewed by Committee
- Festival Administrator to add First Responder protocols and contact information

→ 2025 Festival

- Review and revise the Emergency Plan (if needed) during fall of 2024 for following year

c. Fall Event/Dinner

→ Differed

d. MyFM Music Tent – Status

- MyFM will supply a new tent with new branding
- Same setup as previous years

6. New Business

a. MyFM Interviews

- Next interview is July 6th at 10:30am
- Artistic Director, Jamie Campbell
- Brian Perkin has offered to do a live remote from the festival

b. Saturday and Sunday Performers

- Entertainment confirmed for Saturday from 6:00pm-7:00pm at the Crystal Palace
- Coordinators to confirm volunteer requirements for this time
 - Crystal Palace Coordinators to action
- Entertainment confirmed for Volunteer Appreciation Dinner

c. Emcee Scripts

- Festival Administrator amid completing
- Script required for Wendy Laut Workshops
- Sponsorship information to be incorporated

d. Mayor and Town Crier

- Confirmed for Friday at 4:30pm
- Saturday requirement to be confirmed

e. Food Donation Signs

- Sponsorship Coordinators to create new signs
- July 15th deadline for new names

f. After Hours Tickets

- \$15
- Wrist bands
 - Different color per evening
- Will be sold at the Information Tent and at the door during After Hours

g. Shuttle Signage Setup – July 18th

- David Kroetsch to investigate volunteer requirements
- Differed

7. Coordinator Reports

a. BIA Coordinator

- Got more after-hours bracelets and drink tickets
- All cheques but one have been issued for performer payment
 - Will be putting together the performer packages once Merchandise Coordinator has the lanyards completed
- Receiving general inquiries (accommodations, tickets for after hours, etc.,)
- Have been sharing SPF content on BIA social media accounts
- Laminated what was needed, including "admission by donation" signs for the donation boxes at our gates
- Put together a tax receipt info sheet for the Merchandise Tent in which people can fill out their info for a receipt of a \$25+ donation
- Canteen for festival weekend?
 - If so, need to get another cash box, however, cannot order another debit machine
 - Recommends that the canteen be cash only

b. Festival Coordinator

- The Emergency Plan requires inclusion of First Aid protocols
- Finalizing emcee scripts
- Youth performer confirmed for Saturday

c. Artistic Directors

- No current update

d. Website and Graphic Design Coordinator

- Vendors are updated on the website
- Schedule is updated on the website

- Created sticker for sale at Merchandise Tent
- Distributed posters around Perth

e. Sponsorship and Donations Coordinators

- Some recognition signage needed
- Received a gift card from Home Hardware

f. Crystal Palace Coordinators

- Need a volunteer from 5:30pm-8pm on Saturday
- Inform Perth Brewery of new hours on Saturday
- Require 30 barricades from the Town
 - Crystal Palace Coordinator, Shawn Vernier to action

g. Site/Backstage Coordinator

- Engineering requirements reduced
- Building permit is submitted
- Constructing the stairs and railings to meet code
- Children's activities
 - Collection Vulnerable Sector checks

h. Volunteer Coordinator

- Provided the latest version of the volunteer schedules
 - Each Coordinator to review and provide any feedback to make changes
- Some volunteers get a criminal records check, not a vulnerable sector check to handle cash. In some cases, when CRC is not received in time, the volunteer is allowed to perform the function "under close supervision"
- To meet with the Crystal Palace Coordinators each morning of the festival to go over any last-minute changes
- If not enough volunteers for a particular shift, will send a floater

i. First Aid Coordinator

- Needs a schedule of First Responders distributed to committee members
- Assembled First Aid kits
- Donated First Aid vests to the Festival
 - To be used year after year

j. Vendor Marketplace Coordinator

- Issue with vendor insurance

- 30-day cancellation clause to be included
 - DUO unable to include this clause
 - Consulting Town officials
- Food vendor for the Crystal Palace is Junior the Kid
- Vendors need to be informed of new start times
- DUO financials to be submitted to Chair

k. Merchandise Coordinator

- Purchased tote bags and keychains
- Collaborating with Crystal Palace coordinator to create SPF buttons
- Collaborated with Website and Graphic Design Coordinator to create an SPF sticker
- Request for merchandise sales at the Crystal Palace

l. Music Tent Coordinator

- No current update (other than being happy to receive a tent!)

8. Discussion of Additional Items

a. Meeting Dates

- July 11th – Regular meeting, 6pm, Perth Restaurant and Pizzeria
- July 16th – Regular meeting, 5pm, Volunteer Orientation, 7pm, Crystal Palace
- July 18th – VIP Reception, 6-7pm, River Works Pizzeria
- July 19th – Informal breakfast, time TBD, Perth Restaurant and Pizzeria
- July 25th – Coordinator Reports, 6pm, Perth Restuarant and Pizzeria,

9. Next Meeting: Thursday, July 11th, 6:00pm at the Perth Restaurant and Pizzeria

10. Adjournment: by the Acting Chair at 7:24pm