



STEWART PARK FESTIVAL COMMITTEE

MINUTES

Held: Thursday, June 20th, 2024, at 6pm

Location: Perth Restaurant and Pizzeria

Present: Delores MacAdam, Tracy Fawcett, Anne Davis, Don Kindt, David Murray, Isabel Anne McRae, Jamie Campbell, David Kroetsch, Susan Thompson, Peter Cochrane, Shawn Vernier, Gary Waterfield, and Kelsey Dold

Absent: Rob Marois, Haley Beattie, Matt McShane, Joelene McShane, and David Balfour

1. Call to Order

The meeting was called to order by the Chair at 6:04pm

2. Disclosure of Pecuniary Interest and General Nature Thereof

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

3. Approval of Last Meeting Minutes

Moved by Don Kindt

4. Disclosure of Additional Items

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

5. Unfinished Business

a. June 8th Recap

- Once radio ads were running, online ticket sales increased
- Site plan at the Crystal Palace (backstage and washroom access) to be revised
 - Some confusion around how to access the washrooms
- To buy and use our own ice for future

- David Kroetsch, Susan Thompson, and Shawn Vernier to bring coolers for Festival weekend
- Angled tables layout worked better
 - To do again for Festival weekend
- There was too much signage
- Change of tracking the drink tickets worked well
 - Taking the first and last tickets of beer, liquor, and wine, as well as the last one to track the amount that was purchased
- Good decor
- Tear down was smooth
- Band was a hit (Heatwave)
- Tech was good
- For future, have payment arranged prior to event
- Water for the band was purchased day of
 - Remember for Festival weekend and future fundraisers
- Mix up with porta potties
 - Got taken care of
 - Need to confirm all is set for the Festival weekend
- Rethink using Odoo in 2025
 - Can use Tickets Please
 - Compare the platforms before making any switches
- 66 tickets were sold at the door
- Full After-Action report at the Crystal Palace available upon request

6. New Business

a. Office Space

- Festival Administrator office located at the Bridge Masters Brewery
- Will be coming back and forth from Ottawa
- Bridge Master Brewery is considered a donor for this accommodation
 - Has been added to the website

b. Festival Administrator Role

- Sophie Ball
- To switch email to Festival Administrator email address

c. Voyager Canoes

- Approached to offer rides along the Tay during the Festival weekend

- Possible if the Festival/BIA/Town of Perth are not liable

7. Coordinator Reports

a. BIA Coordinator

- Regular inquiries
- Received Special Occasions Permit
- All signed contracts have been delivered to Finance

b. Festival Coordinator

- Scheduling social media posts
 - Posting daily up until the Festival
- Updated the Emergency Plan and sent to the Fire Chief for approval
- Working on Emcee scripts
- Annotated previous Festival Administrators report
 - Made a work plan for 2024
- Compiled contact list

c. Artistic Directors

- To be interviewed on MyFM
 - Once dates are confirmed, will decide who is being interviewed
- No performer meals allocated this year
- No performer drink tickets allocated this year
- Will Emcee with the help of David Kroetsch
- Rideau Canal Cloggers inquired to be onsite
 - BIA Coordinator to forward Website and Graphic Design Coordinator their information

d. Website and Graphic Design Coordinator

- Will emphasize donations
- Donors are live on the website
- Schedule is live on the website
- Humm ad is running
- Once confirmed, Backstage Coordinator to forward children's activities to be posted on the website
 - As well as the site plan
- Posters have been picked up and are being distributed around the area

e. Sponsorship and Donations Coordinators

- Inform the liquor vendors about the afterhours schedule
- Absent

f. Crystal Palace Coordinators

- Nighttime security confirmed
- No hiring of a photographer this year, however, committee members to assist
- SPF buttons look great and are good to go

g. Backstage Coordinator

- Setup help at the Wendy Laut stage will be over at the Crystal Palace

h. Volunteer Coordinator

- Change wording on the donation boxes to “admission by donation”
- 79 volunteers signed up
- 2 gift baskets donated by Starbucks for a draw to be made at the Volunteer Appreciation Dinner
- Sponsorship and Donations Coordinator to provide an update on which vehicles have been sponsored
 - Information to go to Volunteer Coordinator and Karen Fox
- Away from June 30th-July 9th
- Volunteer Orientation is on July 16th at the Crystal Palace at 7pm
- Festival debrief dinner to follow directly after
 - Thursday, July 25th, at the Perth Restaurant and Pizzeria

i. First Aid Coordinator

- Circulated a sheet for the volunteer shifts
 - Contact list to be updated to include First Aid Response leads, as well as an Incident Report
- Training of volunteers in progress and going well
- Needs 5 minutes during the Volunteer Orientation to speak to First Aid
- All supplies have been purchased
 - Enough supplies to flow into 2025 and 2026
 - All financials have been submitted to Finance

j. Vendor Marketplace Coordinator

- Absent

k. Merchandise Coordinator

- Ordered keychains and tote bags
- Collaborating with Crystal Palace Coordinator to produce SPF buttons
- Getting stickers made
- Will connect with Backstage Coordinator to go through storage inventory
- Will help Festival Administrator with performer packages
- Starting to work on the lanyards at the end of next week

l. Music Tent Coordinator

- In need of the MyFM tent
 - Backstage Coordinator waiting for confirmation
- BIA Coordinator to forward HST numbers

8. Next Meeting: Thursday, July 4th, 2024, at 6:00pm

9. Adjournment: by the Chair at 7:40pm