



RBC MARKHAM-MILLIKEN CHILDREN'S FESTIVAL COMMITTEE

AUGUST 9, 2012

YORK ROOM

5:00 P.M.

Committee Members: Becky Chiu (RBC), Ellakiya Sivapalan, Brandon Ng		
Staff Resources: Kaushi Rajah, Tiffany Chan, Diane Samek, Eric Lariviere, Scott Hill Regrets: , Nappinder Dogra, Mayavan Anathanadarajah, , Rishi Narula, Gowthaman Rajakumar, Councillor Logan Kanapathi, Chair		
Item	Discussion	Action
1. CALL TO ORDER	The RBC Markham-Milliken Children's Festival (RBC MMCF) convened at 5:15 p.m. with Diane Samek presiding as Chair.	
2. APPROVAL OF THE MINUTES	The minutes are currently being revised and will need to be re-circulated to the Committee before approval. On page 4 under sponsorship f) updates – second bullet lists in-kind sponsorships for table hockey and cooking zone will be provided by Loblaws. It should read “the sponsorship for the table hockey is provided by Party Pucks.” That the adoption of the Minutes from the RBC Markham-Milliken Children's Festival Committee held on August 2, 2012, be postponed until the next meeting when the revised minutes will be circulated.	
3. 2012 RBC MARKHAM-MILLIKEN CHILDREN'S FESTIVAL	A) RBC Becky Chiu provided an update: • T-shirts and golf shirt quantities will be sent to Diane Samek and Tiffany Chan. • Information has been sent to all branches regarding volunteer opportunities; to date there are 20 volunteers confirmed. There will be three 3.5 hour shifts during the day. • A branch manager will be on site for each shift. • First shift may need to be altered to an earlier start time to allow adequate amount of time to set up.	

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	B) Corporate Communications/Advertising Diane Samek provided an update: • City waiting on finalization of sponsorship logos. This should be completed by tonight and finalized tomorrow. The material should be produced by the end of next week and ready for distribution. The material for RBC will be provided to the branch and they will distribute it accordingly. • The banner, Eco Media bin posters, community posters, etc. should be done by the end of next week. • Staff have received approval from the Committee Chair go ahead with the public notice and make the appropriate arrangements with Canada Post. • The Economist and Sun has confirmed it is on board as a sponsor and they would like a booth at the event. Coordination of their booth and requirements will take place through Brandon. Tiffany Chan provided an update: • Updated the sign inventory requirement – only need 2 additional RBC hockey signs. • Discussion on who needs t-shirts, it was suggested that subcommittee members may need t-shirts. A fourth colour that will differentiate them from other staff and committee members was suggested. C) Website Nothing new to discuss. The Entertainment section on the website needs to be updated. The Main attractions section has been updated. All updates must be provided to Freda. D) Staging and Entertainment Diane Samek provided an update: • Received revised quotes from Westbury and RP Dynamics. Both quotes include all	Tiffany to send email to everyone to get their size for t-shirts

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	technical staff, RP \$10,025 + HST, Westburry \$15,764 incl. HST. Staff recommend going with RP Dynamics based on the price. This decision will be deferred to the next meeting due to lack of quorum. Tiffany Chan provided an update: • McDonalds provided additional information regarding how long the Ronald mascot will be at the event. Eric Lariviere provided an update: • Need to confirm some of the groups that have expressed interest – good variety in the entertainment selection. • Exploring adding some circus acts to the line up. • Celebration of the Arts multi-talent show recruited different talent from across the region, all youth, trying to work with them to get them on board with the festival. • Hoping to add a children's choir but having difficulty finding one due to school being out. • Discussion surrounding the variety of the entertainment, goal is to have as much variety as possible. • Need to confirm some entertainment for the press conference scheduled for August 28. E) Finance No update to provide. F. Sponsorship Tiffany Chan provided an update: • Viva will have a booth again this year however they will not be offering the bus. • Staff will be conducting a sponsorship blitz tomorrow. G. Operations Brendon Ng provided an update:	

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	• A number of vendors have been confirmed and declined this week. • Non-profit vendors were rejected due to some businesses not being legitimate non-profits • Staff have been in contact with a few vendors, will follow up with the remaining vendors next week to discuss logistics. H. Volunteers Tiffany Chan provided an update: • Volunteer appreciation day is booked for September 20th at the south hall at Milliken Mills Community Centre. • Food vendor will be offering one hotdog, hamburger or veggie dog, salad and pop for volunteer lunch on event day. • Dinner for Friday night set up is still being confirmed. I. Rides & Children Zones Brendon Ng provided an update: • Everything is confirmed for this area. • Smoke house requires electricity – previously connected near the daycare. The cord length is 75ft. J. Review of Critical Tasks Updates required before a meaningful review can occur.	Tiffany to provide this document to Carlie for circulation to Committee Members for detailed review at the next meeting.
5. Next Meeting	TBD	
6. Adjournment	The RBC MMCF Committee adjourned at 6:00 p.m.	