



RBC MARKHAM MILLIKEN MILLS CHILDREN'S FESTIVAL COMMITTEE

AUGUST 20, 2012

YORK ROOM

5:30 P.M.

Committee Members: Pat Lee, Acting Chair, Becky Chiu (RBC), Nappinder Dogra, Kethika Logan, Rishi Narula, Ellakiya Sivapalan Staff Resources: , Tiffany Chan, Andrea Conlon, Dennis Flaherty, Kaushi Rajah, Jason Tsien, Laura Gold, Council/Committee Coordinator Regrets: Councillor Logan Kanapathi, Chair, Bonnie Armstrong, Shawn Hermans, Eric Lariviere, Rishi Narula, Brandon Ng, Gowthaman Rajakumar, Raj Raman. Diane Samek		
Agenda Item	Discussion	Action Item
1. Call to Order	The RBC Milliken Mills Children's Festival convened at 5:35 p.m. with Pat Lee presiding as Chair.	
2. Approval of the Minutes	The Committee Clerk advised that the August 9 minutes will be approved at next meeting. Moved by: Kethika Logan Seconded by: Rishi Narula That the Minutes from the RBC Milliken Mills Children's Festival Committee held on August 2, 2012, be adopted as presented. CARRIED.	Bring August 9 Minutes to next meeting – Laura Gold
3. 2012 RBC Milliken Mills Children's Festival	A. <u>Security of Booths Selling the All Day Play Passes</u> Andrea Conlon confirmed that the City would be providing two (2) cashiers to man the booths selling the play all day passes. The Committee discussed security for the booths selling play all day passes. It was	

	agreed that the Committee will ask Bill Wiles to provide two (2) by-law officers at a cost of \$200.00 to provide security for the cashiers. The officers may be assigned other duties and responsibilities as the Committee sees fit. Moved by: Rishi Narula Seconded by: Nappinder Dogra That the RBC Milliken Mills Children's Festival approve the expenditure of \$200.00 for two (2) By-Law Officers. B. <u>Sponsorship</u> Tiffany Chan and Andrea Conlon provided the following sponsorship update: • Miller will provide shuttle service from the Milliken Mills Community Centre to Civic Centre on the day of the event – Service In-Kind; • ABCUS - \$1,000 Sponsor • Upper Unionville - \$2,000 Sponsor The Committee discussed whether ABCUS, a \$1,000 sponsor and a learning centre, will be provided with exclusivity. It was agreed that exclusivity will not be provided to ABCUS, as the community will benefit from having more than one (1) learning centre at the festival and because the other learning centre was already approved as vendor prior to ABCUS becoming a sponsor. Andrea Conlon will inform ABCUS of the Committee's decision. The Committee agreed that it was too late to approve additional food vendors and that there will be no exclusivity provided to food vendors. There was a suggestion to have a sponsorship option for food exclusivity for next year's event. C. <u>RBC Update</u> Becky Chiu provided the RBC update. The following was reported:	Inform ABCUS of the Committee's decision – Andrea Conlon
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	• Seven (7) local RBC branches will be promoting the event; • Thirty (30) volunteers will assist with the RBC activities; • The Shoppes on Unionville RBC branch will be promoted at the event. The peak hours of the event were questioned so that volunteers can be scheduled accordingly. The Committee advised that the peak hours of the event are from 12:30 p.m. to 4:00 p.m. However, it was suggested that there be a large presence of volunteers at the opening ceremony, which is scheduled to occur at 11:00 a.m. Becky Chiu was requested to find out if RBC will be dropping off a promotional banner (s) prior to the event. It was noted that last year the RBC volunteers had difficulties entering the parking lot. Staff advised that this was due to a misunderstanding with an Officer and that this problem will be resolved this year. D. <u>Insurance</u> The Committee discussed whether it will require all vendors/sponsor to have the City of Markham as an additional insurer on their Certificate of Insurance. Moved by: Ellakiya Sivaplan Seconded by: Rishi Narula That the RBC Milliken Children's Festival require all vendors/sponsors to name the City of Markham as an additional insurer on their Certificate of Insurance. CARRIED. Andrea Conlon was requested to advise Red Path of the Committee's decision. E. <u>Corporate Communications/Advertisement</u> Andrea Conlon reported that all of the promotional materials are being produced on	Find out if RBC will be dropping off a promotional banner prior to the event - Becky Chiu Advise Red Path that the City of Markham must be named as an additional insurer on its Certificate of Insurance – Andrea Conlon
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	target and that the website is being continuously updated. It was reported that the map is being updated as new vendors are approved. The map will not be in the brochure this year, as it could not be finalized on time. Rather it will be blown up and displayed in key locations on the day of the event. <u>F. Volunteers</u> It was reported that there is currently over 500 people interested in volunteering at the event. This number will be brought down to about 430 volunteers. Pat Lee was requested to provide Andrea Conlon with the volunteers t-shirt sizes. The sizes will be estimated based on last year's order. Dennis Flaherty advised that he will look into the possibility of getting twenty (20) windbreakers in royal blue and gold donated for the organizing committee. It was noted that the volunteer captains are being interviewed this Wednesday and that the volunteer orientation is scheduled for the following Wednesday. There was a recommendation to make additional access cards so that the Committee Members can enter Civic Centre on the day of the event. Pat Lee will advise Andrea Conlon how many additional access cards are required. <u>G. Staging and Entertainment</u> Scott Hill circulated the entertainment schedule for the event. This year the focus was the on improving the overall entertainment at the event rather than on having one main performance. The headline performers were as follows: • Splash and Boots • Trevor LeBlanc • Ballet Creole Dennis Flaherty was going to try and include the headline performers in the	Provide Andrea Conlon with the volunteer estimated t-shirt sizes – Pat Lee Look into the possibility of getting windbreakers donated for the organizing committee – Dennis Flaherty Advise Andrea Conlon how many additional access cards are required – Pat Lee Create additional access cards for the Committee Members – Andrea Conlon
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	advertisements for the event (e.g. the ad on the Town Page). It was noted that Unity Dance Company may be a good choice of entertainment for the RBC Milliken Mills Children's Festival Press Conference. It was agreed that the cheque presentation will occur from 2:10 p.m. – 2:20 p.m. or following the Yakado Drums. Pat Lee advised that the RBC blank cheque is currently in storage. The Committee approved the same budget as last year for the entertainment. It was agreed that any additional funds required for the entertainment will be discussed at the next meeting. Moved by: Nappinder Dogra Seconded by: Rishi Narula That the RBC Milliken Mills Children's Festival approve \$5,500 for the entertainment at the event. CARRIED. Moved by: Rishi Narula Seconded by: Ellakiya Sivapalan That the 2012 RBC Milliken Mills Children's Festival entertainment schedule be approved as presented. CARRIED. <u>H. Operations</u> The Committee discussed the storage of the supplies for the event and how many tables and chairs it would need. It was noted that if the tables are being taken from two (2) different sources a process for sorting the tables at the end of the event will need to be coordinated. This process will need to be included in the applicable volunteer job	
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	descriptions. I. <u>Finance</u> The Committee reviewed the expenditures that need to be approved. Moved by: Kethika Logan Seconded by: Rishi Narula That the RBC Milliken Mills Children's Festival Committee approved the following expenditures: Fast fence - \$1,033.39 Wrist bands - \$100.29 T-Shirts - \$4.25 per t-shirt (S, M, L) –\$5.75 per t-shirt (XL and XXL) Signs interactive - \$450 RP Dynamics - \$10,025 Supplies for Volunteer Committee - \$2,000 And That the vendor list circulated by email on August 13, 2013 be approved. CARRIED. There was a correction to the Super Save invoice approved at a previous meeting. The correct amount of the invoice is \$2,600. This amount was less than the amount previously approved. The Committee approved \$2,273.45 for two (2) Officers and one (1) cruiser. It was noted that York Region Police had raised its prices significantly from last year. They will also only provide one (1) auxiliary officer this year rather than two (2). Staff advised that the police are required in order to close Town Centre Boulevard.	Include table sorting process in volunteer job description – Pat Lee
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	The Committee requested that a financial update be provided at the next meeting. The update should include how much revenue needs to be raised. Staff advised they are still working on obtaining sponsorship. An explanation on what occurs when the budget goes over was provided. J. <u>Rides & Children Zones</u> Karyn Lau was requested to follow up with the organization providing the climbing wall regarding the following details: • Whether a fence surrounding the climbing wall is required; • Their arrival time (note: the arrival time should be 7:00 a.m.); Andrea Conlon was requested to find out how many easels the City can provide to the Library for the event.	Provide a financial update at the next meeting showing how much revenue needs to be raised – Raj Raman Follow up with the organization providing the climbing wall regarding (1.) whether a fence is required; (2.) their arrival time – Karyn Lau Find out how many easels can be provided to the Library – Andrea Conlon
4. Next Meeting Date	The next meeting of the RBC Milliken Mills Children's Festival will be held on Monday, August 27 at 5:30 p.m.	
5. Adjournment	The RBC Milliken Mills Children's Festival adjourned at 7:30 p.m.	