



RBC MARKHAM MILLIKEN MILLS CHILDREN'S FESTIVAL COMMITTEE

AUGUST 27, 2012

YORK ROOM

5:30 P.M.

Committee Members: Councillor Logan Kanapathi, Chair, Pat Lee, Kethika Logan, Ellakiya Sivapalan

Staff Resources:, Tiffany Chan, Andrea Conlon, Eric Lariviere, Dennis Flaherty, Raj Raman , Kaushi Rajah, and Laura Gold, Council/Committee Coordinator

Regrets: Bonnie Armstrong , Becky Chiu (RBC), Nappinder Dogra , Shawn Hermans, Eric Lariviere, Rishi Narula, Brandon Ng, Gowthaman Rajakumar, Diane Samek and Jason Tsien

Agenda Item	Discussion	Action Item
1. Call to Order	The RBC Milliken Mills Children's Festival convened at 5:45 p.m. with Councillor Logan Kanapathi presiding as Chair without quorum.	
2. Approval of the Minutes	The approval of the minutes were deferred to the next meeting, as there was no quorum.	
3. 2012 RBC Milliken Mills Children's Festival	A. <u>Finance</u> Invoices relating to Amusement, rides and entertainment has been approved and submitted. The final event account will be dependent on the sale of play pass. The Committee approved the following expenditures: • \$1,685 for tables • \$1,100 for tables • \$433 for generators • \$510 for a illustrated map of the site	

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	It was noted that the Andrea Conlon the Project lead could approve any additional expenditures, as this authority was delegated to her by the Committee. The Committee discussed the logistics of managing the cash at the three (3) cash booths selling the all day play passes. Pat Lee and Andrea Conlon will work with Miranda Miluzzi to sort out the logistics. It was noted that a volunteer would have to man one (1) of the three (3) booths. B. <u>Staging & Entertainment</u> Eric Lariviere reported that the entertainment line up had been finalized. Scott Hill, Eric Lariviere and Andrea Conlon will meet to review the final line up so that the information can be included in the run sheet. It was noted that Diane Samek and Andrea Conlon are working on the script for the master of ceremonies (Councillor Moretti and Alan Bell). A Member suggested that more time is needed for the opening ceremony than the ½ an hour currently scheduled. It was also suggested that a MPP speak at the opening ceremony. Eric Lariviere will look into the timing of the opening ceremony and Andrea Conlon will investigate the possibility of having a MPP speak at the opening ceremony. C. <u>Corporate Communications & Advertising</u> Andrea Conlon reported that all of the advertisements have been produced on schedule and that the postal drop has been completed. Staff were holding off on the production of the banner until the sponsorship for the event was confirmed. D. <u>Sponsorship</u>	Work with Miranda to sort out the logistics for managing the cash – Pat Lee and Andrea Conlon Meet to review the final entertainment line up so that the information can be included in the run sheet - Scott Hill, Eric Lariviere and Andrea Conlon Look at the timing of the opening ceremony – Eric Lariviere Investigate the possibility of having a MPP speak at the opening ceremony – Andrea Conlon

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	Dennis Flaherty provided the following sponsorship update: Remington – Zone Sponsor, \$2,000 Kylemore –Milly Camp Sponsor, \$2,500 It was advised that staff are still looking for a sponsor to partner with Calmore for the Milly Camp Sponsorship and for a stage sponsor. E. <u>RBC Update</u> It was noted that RBC will be promoting the event at its seven (7) local branches. Andrea Conlon will ask Anthony Lam for more information on its promotion of the event at the media launch being held in the Great Hall tomorrow. F. <u>Website</u> Andrea Conlon reported that the website is up-to-date. G. <u>Operations</u> Eillakiya Sivapalan reported that the Operations Sub-Committee will meet this Wednesday to finalize the event details/plans. H. <u>Volunteer</u> Pat Lee reported that the volunteer caption orientation will be held this Wednesday and that the general volunteer orientation will be held the following Wednesday. Pat Lee was requested to provide Andrea Conlon with the final volunteer numbers for the volunteer lunch being held the day of the event and the dinner being held the evening	Look for a sponsor to partner with Calmore and for stage sponsor – Dennis Flaherty Ask Anthony Lam for more information on its promotion of the event – Andrea Conlon

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	prior to the event. This will ensure the right amount of food is ordered. It was noted that the following food will be provided: Volunteer Dinner – pizza (cheese, vegetarian and pepperoni) Volunteer Lunch – hamburgers and salad It was advised that the volunteer should provided with food between the following times: • Breakfast (8:00 a.m. – 9:30 a.m.) • Lunch (11:00 a.m. – 1:30 p.m.) • Snack (3:30 p.m. – 4:00 p.m.) It was confirmed that the number of volunteers will remain consistent throughout the day, as there are two (2) groups of volunteers each working 12 hour shifts. It was noted that in the past some of the sponsors were fed. It was agreed that there should be enough food for everyone expecting food. Andrea Conlon and Tiffany Chan will discuss with Merlyn a method of ensuring that every volunteer receives lunch. The Committee discussed having lunch tickets or using a wrist band that can be punched. I. <u>Rides & Children Zones</u> Pat Lee advised that all tasks are completed with respect to the rides and children's zones. It was questioned if the inflatables could be set up on the Friday night prior to the event. Andrea Conlon said any set up would need to occur after 5:00 p.m. Pat Lee will pass this information on to the vendor It was reported that there will be approximately 67 children zones this year and that Brandon Ng will wear the mascot costume at the press conference.	Provide Andrea with the final number of volunteer on both the Friday prior to the event and on the day of the event – Pat Lee Discuss with Merlyn how to ensure every volunteer receives food – Andrea Conlon and Tiffany Chan Advise inflatables vendor that they can set up the Friday prior to the event after 5:00 p.m. – Pat Lee

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4. Next Meeting Date	A debriefing meeting will be held after the festival. The Committee will discuss improvements to the planning and undertaking of the event at this time. The date is to be determined. Dennis Flaherty advised that the date of next year's Children's Festival will be September 7, 2013.	Schedule a debriefing meeting for after the event – Laura Gold
5. Adjournment	The RBC Milliken Mills Children's Festival adjourned at 7:15 p.m.	