



RBC MARKHAM MILLIKEN MILLS CHILDREN'S FESTIVAL COMMITTEE

OCTOBER 2, 2012

YORK ROOM

5:30 P.M.

Committee Members: Councillor Logan Kanapathi, Chair, Nappinder Dogra and Pat Lee

Staff Resources:; Bonnie Armstrong, Andrea Conlon, Dennis Flaherty, Diane Samek and Laura Gold, Council/Committee Coordinator

Regrets:; Becky Chiu (RBC), Nappinder Dogra , Shawn Hermans, Eric Lariviere, Kethika Logan, Rishi Narula, Brandon Ng, Raj Raman, Kaushi Rajah, Gowthaman Rajakumar, Ellakiya Sivapalan and Jason Tsien

Agenda Item	Discussion	Action Item
1. Call to Order	The RBC Milliken Mills Children's Festival Committee convened at 5:37 p.m. with Councillor Logan Kanapathi presiding as Chair without quorum.	
2. Approval of the Minutes	It was agreed that the minutes will be brought directly to the General Committee, as there was no quorum and due to this being the last meeting of 2012.	
3. 2012 RBC Milliken Mills Children's Festival	The Committee made the following recommendations for the 2013 children's festival: Set-up for the Event - Consider not using the grass close to highway 7, as the grass does not easily absorb water when it rains and can easily be damaged; - Still use the grass close to Town Centre Boulevard and at Millennium Park; - Obtain more staff support for the set-up and clean-up of the event; Volunteers - Continue to have volunteers, but ensure the event is staff driven rather than volunteer driven;	

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	• Have more guidelines in place for the volunteers to ensure the City is accountable for its volunteers; • Ensure parents have consented to the hours the student volunteers have agreed to work or do not have student volunteers working at night or in the dark; • Reduce the number of volunteers, particularly on the Friday evening prior to the event; • Have more staff managing the volunteers; • Require the volunteer captain's attendance; • Possibly have the majority of the volunteer work be to man the booths and to assist on the day of the event rather than solely to reply on them for the set-up and clean up. Children Zones • Superior Events was very professional to deal with, but its invoice is still being negotiated. Parking • Will need to ensure there is still an area to park if more of the parking lot is used for the event itself; Stage • Have a smaller stage; • Promote local talent; • Have school/community performances; • Have a talent show; • Reduce the length of the opening ceremony; or take it out completely • Look at more of a busker fest – roaming entertainment. Possibility of Having a Rain Date • It would be difficult to have a rain date, as it would substantially increase the cost of the event to hold rentals and performers.	

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	Afternoon of Event/Community Feel of Event • Liked how the event had a market feel; • Liked that the event had a community feel; • It was suggested that the event had gotten too big and that the Committee should consider reverting it back to more of a community based event; • The event will still need to generate revenue even if it reverts back to more of a community event. Vendors • Could more effectively use vendors; • Encourage more sport vendors to participate in the event and be fair in the fee being charged; • Have more interactive sport and dance activities (note: this could be part of the free activities). Planning of the Event • Need to start planning for next year's event much earlier on; • Need to recruit new members for the committee. Operations & Volunteer Sub-Committees • It was recommended that a staff person regularly attend sub-committee meetings; • Provide office space for sub-committees and if required arrange for a staff person to be present when the office space is being used after hours. Process for Planning the Event • The process for planning the event needs to be made more efficient; • The committee structure along with the roles and responsibilities of the sub-committees need to be clarified; • Communication channels between the committee and the sub-committees need to be	

Agenda Item	Discussion	Action Item
	strengthened.	
4. Adjournment	The RBC Milliken Mills Children's Festival adjourned at 6:51 p.m.	