



RBC MARKHAM MILLIKEN MILLS CHILDREN'S FESTIVAL COMMITTEE

AUGUST 2, 2012

YORK ROOM

5:00 P.M.

Committee Members: Councillor Logan Kanapathi, Chair, Becky Chiu (RBC), Pat Lee, Ellakiya Sivapalan, Kethika Logan, Brandon Ng	
Volunteers : Carmen Chen, Karyn Lau, Sam Low	
Staff Resources: Kaushi Rajah, Tiffany Chan, Jason Tsien, Andrea Conlon, Shawn Hermans, Diane Samek, Dennis Flaherty, Raj Raman, Bonnie Armstrong, Kitty Bavington	
Regrets:. Nappinder Dogra, Mayavan Anathanadarajah, , Rishi Narula, Gowthaman Rajakumar	

Item	Discussion	Action
1. CALL TO ORDER	The RBC Markham-Milliken Children's Festival (RBC MMCF) convened at 5:15 p.m. with Councillor Logan Kanapathi presiding as Chair.	
2. APPROVAL OF THE MINUTES	Raj Raman clarified that on Page 4 of the July 23 minutes, the provision of cashiers had not been confirmed yet, and the availability of cashier's is being discussed with Paul Wealleans. Moved by: Pat Lee Seconded by: Brandon Ng That the Minutes from the RBC Markham-Milliken Children's Festival Committee held on July 11, 2012 and July 23, 2012, be adopted as amended. CARRIED	
3. 2012 RBC MARKHAM-MILLIKEN CHILDREN'S FESTIVAL	A) RBC Becky Chiu provided an update: - RBC will not be able to distribute the vouchers as anticipated - the status of the banner, more information will be provided at the next meeting - Becky is working with Gail to confirm RBC booth locations. Diane Samek will follow up on this, as the information is required for the maps. It was confirmed later in the meeting	Becky – -Provide banner status update -Provide booth locations for map

Item	Discussion	Action
	that RBC booths will be located on the main side of the site, not in Millennium Park. - t-shirts – Becky will send out a request for size requirements to all the branches, and will provide the information to Tiffany and Diane - brochures are being finalized, just waiting for final information from RBC - lanyards for whistles are being provided, and recycling bins will be provided to collect the lanyards so they can be used again next year B) Corporate Communications/Advertising Diane Samek provided an update on timing for advertising. Posters, banner and signs will be reviewed with the Chair shortly. The Economist & Sun will be a media sponsor and will subsidize advertising. Ethnic media are welcome to sponsor and promote the event, as well. A Press Conference is being considered and will be discussed further with the Chair. C) Website Pat Lee reported she is waiting for Freda Lee to return from vacation next week. The work is not crucial, so it can wait until then. D) Staging and Entertainment Bonnie Armstrong provided an update: - 3 quotes were received, and copies were provided to the Committee for review: Westbury Nationa L; Network Production; and RP Dynamics - Network Production has not listed a technician, so Bonnie will get clarification on this - the lowest quote is from RP Dynamics, the vendor used for the last 2 years - the Committee discussed possible revised quotes, and Raj Raman advised of the Purchasing By-law and procurement policies with respect to quotes - Dennis Flaherty will contact the companies with respect to different specifications provided - Bonnie will confirm if theatre staff are available as technicians	-Request T-shirt size requirements Diane - Review posters, banner and signs with Chair, and possible Press Conference Denis - review different specification and clarify quotes Bonnie - confirm if Theatre Technicians are available

Item	Discussion	Action
	Entertainment: - 9 performers are confirmed, plus 5 new acts and 5 tentative acts are interested in being involved - Bonnie is working on a partnership with York Region for Performing Arts opportunities the subcommittee will meet next week to review the list - Tiffany has contacted McDonald's and they are interested in being involved in the Opening Ceremonies. Ronald McDonald will attend and perform on stage. McDonald's is providing the same donations as before – breakfast, coupons, and volunteer benefits E) Finance Raj Raman provided an update. The next step is for the Committee to confirm the overall entertainment, operations and advertising requirements and sponsorship revenues (including food vendors) to enable the event Budget to be updated. Brandon Ng and Andrea Conlon advised that they have donation cheques they will hand in. The Committee discussed and approved several disbursements. Moved by: Brandon Ng Seconded by: Pat Lee That the RBC Markham-Milliken Children's Festival Committee approve the following disbursements: 1. Seaway Water (truck for potable water) \$1,715.00 (excluding HST); 2. Supersave (porta-toilets and grey water disposal) \$2,980.00 (excluding HST); 3. Turtle Island (2 bins) \$1,000.00 (approximately, depending on the weight and based on 2011 cost) (including HST); 4. Toronto Tent and Event (2 tents) \$881.00 (including HST); 5. Superior Events (rides and inflatables) \$9,377.76 (including HST); 6. Merlyn's Catering (lunch, including plates & cutlery) \$5.00/head; 7. Hire additional janitorial staff (for garbage control) To be determined; 8. Petting Zoo fee (\$2,000 slightly more than previous year) To be determined;	Bonnie - partnership with York Region McDonald's to be included in Opening Ceremonies Committee members to give the donation cheques to Andrea for making the deposits at the Cashier's. Provide additional garbage bins; hire janitorial staff

Item	Discussion	Action
	And that Andrea Conlon be authorized to approve and disburse funds for supplies and incidental expenses on behalf of the RBC Markham-Milliken Children's Festival Committee, in accordance with Markham's Purchasing By-law and Expenditure Control policies. CARRIED F. Sponsorship Andrea Conlon advised that there are no new sponsorships to report since the last meeting. A sponsorship blitz is being undertaken using United Way contacts, and the Commissioner of Corporate Services will follow up with the contacts. The Chair is working with development industry contacts. Updates: - Powerstream is a \$2,000 sponsor, and staff will be requesting that they provide a bucket truck - In-kind sponsorships for table hockey provided by Party Pucks and the cooking zone provided by Loblaw's - Merlyn is providing the lunch (hamburger, hotdog, veggie burger) for \$5.00 per head, including plates and cutlery - Costco may be providing meat, etc. for sandwiches in the afternoon, or Pizza-Pizza may be providing the afternoon food - Coke is providing the drinks - there have been issues in the past with garbage overflow, so Asset Management will be providing additional bins, and the Committee agreed to hire janitorial staff - Markham Public Libraries is donating services G. Operations The Operations Subcommittee - Carmen Chen, Karyn Lau, and Sam Low – provided an update and an overview of the process. They have reviewed the booth applications and are endorsing several (11 non-profit \$50 and 7 for-profit at \$400 each) booths. There are also 10 food vendors with a total of 14 booths at \$150 each (To confirm numbers).	Andrea - Sponsorship blitz. Request bucket truck from Powerstream Operations - Finalize site map

Item	Discussion	Action
	Discussions included: - there have been requests to separate and spread out the booths to different locations over the entire site - concern was expressed regarding sanitation with respect to washing up after visiting the Zoo, and Operations will locate washrooms near the Zoo for this reason. - the VIP tent will be set up next to the stage, but a sponsor for the VIP tent is still required - volunteers will monitor VIP passes for the VIP tent during the busiest time at the Opening Ceremonies. Other tents will also need to be monitored - Cadets will be helping with parking - pictures will be taken with sponsors for the thank you/appreciation cards, and the photographer has been confirmed - sponsorship/welcome packages will be printed by next week, and information for the packages has to be provided to Andrea as soon as possible. - the organizers will get together about one week before the event to go over timelines and logistics. Karyn will send an e-mail at the end of August to confirm the date - Carmen requested the quantity and details of washroom facilities, for information for the Health Unit, and Andrea will provide the info - Brandon is determining the table and chair requirements - it was noted that the food vendors require \$2 million liability insurance; however, Redpath has advised that they cannot put Markham on their insurance policy. Staff have advised that the Committee can waive the requirement for Redpath. The Committee is concerned for the liabilities and the requirement to adhere to Markham policies, and asked staff to obtain a legal opinion - lifeguards will provide first aid services - Alan Bell will be the MC, and he requests a booth for his organization - MisplacedChildren - a mobile alert system will be provided to communicate to staff - the preparation of the maps is delayed due to the illustrations, and it was agreed to proceed without the illustrations. - runners to take the cash to the office have been arranged. The process and location was outlined, and the process will be reviewed with the cashiers before the event. A third ticket booth, to be located in Millennium Park would be beneficial, and Raj Raman will make a request to the Department for a third cashier. It was suggested that multiple lines at each booths would help to relieve the line-ups.	Locate washrooms near Petting Zoo to provide convenient wash-up facilities Find sponsor for VIP tent Monitor VIP tent and other tents Provide final information for sponsorship packages so they can be printed Karyn - schedule logistics meeting Andrea - Provide info for Health Unit Brandon – determine table & chair requirements Clerk - confirm Markham policies for insurance Raj - confirm cashiers

Item	Discussion	Action
	H. Volunteers Some aspects were discussed during the Operations update. Volunteer Appreciation Night will be held September 20 for approximately 200 volunteers. Tiffany will book the location from 6-10 p.m. I. Rides & Children Zones Pat Lee gave an update on rides and sponsors. A request was made for a megaphone to train the volunteers. Pat will provide Andrea with a list of required supplies. The signage inventory was discussed. Many signs will have to be replaced due to the updated sponsorship info and dates. Diane Samek is working on the production of the new signs. Many of the generic signs can be re-used depending on their condition. Karen will provide an inventory of play-all-day events to coordinate the number of signs needed. Brandon will provide the left-over bracelets from last year, to Tiffany. J. Review of Critical Tasks Andrea advised that the list had not been updated, and she will work on an updated list for the next meeting.	Tiffany - Book volunteer appreciation event Pat – provide required supplies to Andrea Diane – sign production Karen – sign inventory for play-all-day Brandon – get left-over bracelets to Tiffany Andrea – update Critical Task List
5. Next Meeting	Thursday, August 9, 2012 at 5:00 p.m., in the York Room Councillor Logan Kanapathi, Andrea Conlon, and Dennis Flaherty advised they will be absent for the next couple of weeks. Diane Samek and Tiffany Chan were appointed to assist the Vice-Chair in running the meetings in the absence of the Chair.	Diane and Tiffany – run meeting over next couple of weeks
6. Adjournment	The RBC MMCF Committee adjourned at 6:50 p.m.	

