

Attendees: Fred Walker, Pickering Rotary
 Shashi Bhatia, Pickering Rotary
 Evelyn Smith, Pickering Rotary
 Namita Singh, Pickering Rotary
 Anne Kouvas
 Sumaira Munir
 Sandra Maharaj
 Acklema Gocool, West Indian Fusion
 Cecil Ramnauth, Community Leader
 Mushtari Afroz, Kathak Bandi Dance
 Farah E., Durham Bahai
 Usha Chahar, ICCAD
 Zahra, Zahra's School of Belly Dancing
 Jimmy Hernandez
 Ankita, Pickering Family
 Shajahi, Academic FAOD
 Neisely Eugene, NABC
 Lezley Hall, NABC
 Alice Sun, Chinese Heritage Society of Canada
 Norin Francis, Durham Tamil Association
 Ashraf Hanna, Canadian Coptic Foundation
 John Conti, BOCCA
 Stephanie England, City of Pickering
 Cris Farrell, City of Pickering
 Krystal Roberts, City of Pickering

Item/ Ref #	Details, Discussion & Conclusion (summary of discussion)	Action Items/Status (include deadline as appropriate)
1.	Welcome	
	<p>Krystal Roberts, Coordinator, Community Partnerships welcomes everyone to the meeting. Introduces Pickering Rotary partners in attendance, Shashi Bhatia, Evelyn Smith, Fred Walker, Namita Singh.</p> <p>Krystal opened up the agenda noting that the meeting is informal meeting to encourage everyone to participate in the conversation.</p>	

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	<p>Cultural Fusion Festival will take place in Esplanade Park on; Friday, August 19 from 3:00 pm – 9:00 pm Saturday, August 20 from 12:00 pm – 9:00 pm Sunday, August 21 from 12:00 pm – 7:00 pm</p> <p>The event will feature live entertainment on 3 different stages, food vendors, children’s carnival, beer tent, cultural performances, vendors and much more.</p>	
2.	Review of February Minutes	
	<p>Krystal summarized the meeting minutes from February’s meeting.</p> <p>There is also lots of ways for involvement in the event.</p> <ol style="list-style-type: none"> 1. There will be limited activity booths for Community Groups to offer a free activity to the public. 2. Looking into a large Information Booth that will have all the information (flyers, biz cards, promos) from participating groups in one space. This will act as a check in booth for all guests. We can also hand out Event Programs from here, as well as an Activity Passport (that will be further developed). 3. Volunteer hours. This is an opportunity for each organization to have representation at and throughout the event. This area will be developed further in the planning process. 	[click and insert action items/status]
3.	Areas of Interest	
	<p>Krystal provided the areas that the City of Pickering and Pickering Rotary are looking for assistance and guidance on:</p> <ul style="list-style-type: none"> - Entertainment - Vendors (Food / Exhibitors) - Programming <p>The City of Pickering staff and Pickering Rotary members will lead and make the final decisions</p>	

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	<p>based on available budget, but it will be the entire meeting group that will help shape this event.</p> <p>The City and Rotary have both applied for grant funding. We have not yet heard a response on these areas, but once we do, we will be able to solidify the actual amount we have to spend on the event.</p> <p>The City and Rotary have developed an online Quote Form that will be shared with the meeting minutes, that community members can get quotes on performances and services so the City/Rotary can create a master list, so once we have the funds announced we are ready to book and confirm based on the info gathered.</p> <p>The City/Rotary are in the works to develop a Food Vendor and Exhibitor application form, and establish the cost to participate.</p>	<p>Krystal to keep the attendees informed once the Grant decisions has been made.</p> <p>Krystal to share the Quote Form.</p> <p>Attendees to gather quotes for services and performances.</p> <p>City/Rotary to action.</p>
4.	Break Out Session	
	<p>Areas were formed to discuss how to plan and hire performers, services, vendors, for the event.</p> <p>There were two breakout groups.</p> <ol style="list-style-type: none"> 1. Vendors / Programming and 2. Entertainment. <p>Food Recommendations</p> <ul style="list-style-type: none"> Bang Bang Korean Crunch Corn Dogs Fried Chicken Lobster Rolls Rice Cakes Island Mix Churros <p>Activities</p> <ul style="list-style-type: none"> Dunk Tank Balloon artist Kids Friendly Area – Carnival Face Painting 	<p>Fred Walker & Evelyn Smith, Pickering Rotary is the lead for Vendors / Programming. All suggestions will be filtered and decided on once budget is approved.</p>

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	<p>Claw Machine</p> <p>Other</p> <p>Access Board of Trade for lists</p> <p>Contact Chamber of Commerce</p> <p>Entertainment</p> <ul style="list-style-type: none"> • The question was raised by the group if audience involvement was allowed? Age appropriate formatting for involvement is important. • Idea and request for youth groups to entertain TBD: setting of stage, time, schedule. • Discussion of the headliner for the Friday evening and what is would be was put forth. “An amazing kick off” is to be planned. • A request was put forth by the attendees with regards setting up a hospitality tent for performers. • The setting up of a Google Docs was suggested. • It will be important to know moving forward the following for all performers: set up requirements, performance time, availability, and contact details so that a performance schedule can be produced. • The question was asked if there would be any access to indoor spaces for the event. • Inquiry was made by the group with regards to a petting zoo. 	<p>Shashi Bhatia, Pickering Rotary is the lead for Entertainment. All suggestions will be filtered and decided on once budget is approved.</p>
5.	<p>Questions asked during the meeting</p>	
	<p>Q. Will there be tents for Community Groups? A: Yes, there will be a limit of tents, tables for groups to use for the event.</p> <p>Q. Where will guests park? A: There are limited spots at the CHDRC and Pickering Town Centre. The event will be advertised as bike, walk, bus, ride share or take GO train to the</p>	

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	<p>event. If the City gets their grant, there will be a bike promotion component to the event, to encourage guests to take the waterfront trail to the event. A map will be created with “to visit” spots along the trail to the Cultural Fusion event.</p> <p>Q. Will we create a t-shirt for volunteers to wear? A: That will be decided by the role of the Volunteer Coordinator, with input from everyone here. The City does already have reflective vests that can be used, or we can create a button or lanyard for all volunteers.</p> <p>Q. How will activities be arranged? A: We want to have a mix of different activities. We want to schedule and spread the activities to ensure that everyone has exposure.</p> <p>Q. How will vendors and entertainment be chosen? A. The City will provide a Quote Form that you are able to fill out with vendors information. Once the information is complete, please send to your lead representative so we can create a large database. When the grant information is released we can then move forward.</p> <p>Q. Is there a cost for food trucks? A: Yes there is a fee for food trucks and other selling type vendors. We are working on the fee structure and application forms, and will advise the group.</p> <p>Q. Are we just looking within Pickering? What is the budget for the event? Are fees from the event able to be used for the event? A: We are definitely open for vendors/performances/activations from outside Pickering/Durham Region</p> <p>The budget for this event is \$18,000. The City of Pickering and Rotary Club of Pickering have applied for grants to boost this event. As of the meeting, we have not heard results of the grant.</p> <p>We may be able to use the fees charged for boosting the event. We will confirm this.</p>	

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	<p>Q. Is there a sponsorship package for this event? A: Yes there is a sponsorship package that we have begun to circulate. We will include it on the website.</p> <p>Q. Can we have a petting zoo? A: City/Rotary will look into this.</p>	
6.	Next steps	
	<p>Next group meeting will be on Tuesday, June 14 at 7:00 pm in-person. Meeting details will be sent.</p> <p>All completed quote forms from group members can be sent to Shashi Bhatia at shashibhatia@rogers.com or to Krystal Roberts kroberts@pickering.ca for creating a master list.</p>	All to action.

Meeting Adjourned: 8:15 pm

Copy: Manager, Cultural Services