

## **Arts, Culture and Tourism Committee Meeting**

The Arts Culture and Tourism (ACT) Committee meets in session this 12th day of February, 2020, in the Large Meeting Room of the Essex Municipal Town Hall, 33 Talbot Street South, Essex, Ontario.

The Chair, Anthony Paniccia called the meeting to order at 5:30 PM and welcomed all committee members.

### **1. Roll Call**

Present: Anthony Paniccia, Chair

Diane Quinn-Ouellette

Tracy Armstrong

Also Present: Cynthia Cakebread, Manager, Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: Patti Oshar, Vice Chair

Councillor Steve Bjorkman

### **2. Declarations of Conflict of Interest**

- None stated

### **3. Adoption of Published Agenda**

- That the February 12, 2020 Agenda be received as circulated.

Moved by: Diane Quinn-Ouellette

Seconded by: Tracy Armstrong

**(ACT20-02-004)** That the agenda of the Wednesday, February 12, 2020, 2020 Arts, Culture and Tourism Committee meeting be adopted as presented. **"Carried"**

#### **4. Adoption of Minutes**

- Minutes of January 8, 2020

Moved by: Tracy Armstrong

Seconded by: Diane Quinn-Ouellette

**(ACT20-02-005)** That the minutes of the Wednesday, January 8, 2020, Arts, Culture and Tourism Committee meeting be adopted as circulated. **"Carried"**

#### **5. Unfinished Business**

##### **a) Downtown Essex Tea Party Summary Report**

- Patti emailed the committee members a report summarizing the results of the event as well as providing a break-down of monies spent and received through registrations;
- Event had a bit of a loss however it is a great community investment and is covered under the ACT budget;
- Potentially increase event pricing in the future to off-set costs;
- Sold out registrations for 1<sup>st</sup> event;
- Potentially look at adding a second different day in the south end or alternatively, provide two setting times for future events;
- Servers, musician, committee members and recreation staff were all excellent;
- Different days and different location Colchester;
- Increase 'food handling' steps in the future, using gloves, serving sandwiches and cookies on trays for self-service; and
- The Chair inquired if the town had a blank 'Thank You' card to have committee members sign and send to the servers of the event – Cynthia to investigate and provide response to committee at the next meeting.

**b) Explore Eat Essex Update and Discussion**

- Tracy provided the committee with a copy of the events critical path to date;
- Discussion on the event was had by the committee;
- Only 'Essex' restaurants to be invited to participate, have to be cognizant of where the business is located regardless of what their mailing address may show as they may not be an "Essex" restaurant; and
- Question of if the Community Services Summer Intern would potentially be available to help with making and delivering 'ballot' boxes to participating restaurants during their employ this summer to be further investigated by Cynthia and reported back to the committee;

**c) Tune Up the Parks Music Series Update – Cynthia**

- Submission requests will go out to past performers late April / early May;
- Only at Essex and Colchester in 2020;
- Established organization routine has been working well in the past couple years so the format and organization will remain status quo; and
- Updates to follow at a future meeting pending the return of submissions of interest

**d) Essex Kite Fest Update – Cynthia**

- Enough materials left over from last year's event so event is set to go;
- Cynthia schedules her staff to work the event; and
- Potentially looking at a different site location due to over-head wiring in Heritage Park.

**e) Winter Event – Diane**

- Preliminary discussions on event took place by committee; and
- Diane will be working out a 'critical path' and presenting it to the committee at a future meeting.

**f) ACT Golf Shirts**

- The Committee's shirt sizes have been submitted and will be received once a larger order through the town goes in.

**g) Windcatcher**

- Further investigation into pricing has been done and a new mock up will be completed and priced and will be presented to the committee once complete.

**6. New Business**

None

**7. Next Scheduled Meeting**

- Next scheduled meeting is set for Wednesday, March 11, 2020 at 5:30 PM in the large community room at the Essex Municipal Office.

**8. Adjournment**

Moved by: Tracy Armstrong

Seconded by: Diane Quinn-Ouellette

**(ACT20-02-006)** That this meeting adjourns at 6:38 PM. **"Carried"**

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Anthony Paniccia, Chair

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Janice Aloisio, Recording Secretary