

CIVIC AWARDS COMMITTEE

Minutes of the Open Meeting

Date: Wednesday, February 17, 2016
Location: Gala Board Room - Parkinson Recreation Centre

Members in Attendance:
Dawn Wilkinson; Ellen Boelck, Wayne Moore,
Louise Roberts, Amber Gilbert

Regrets: Cheryl Miller, Michael Loewen, Councillor Maxine DeHart, Caroline Grover

Recording Secretary:
Amber Gilbert

(*denotes partial attendance)

I. Call to Order

The Chair called the meeting to order at 12:10 p.m.

2. Confirmation of Minutes

Moved By Ellen Boelcke /Seconded By Dawn Wilkinson

THAT the Minutes of the October 28, 2015 Civic Awards Committee Meeting be adopted.

Carried

3. New Business

3.1 Review Nomination submissions for each category - Amber Gilbert

- Deadline for nominating was Friday Feb. 12. Is an extension required for any of the categories?

Staff:

- Nominations for Young Male Volunteer are low, therefore an extension has been provided for the Schools. Amber is contacting each of the secondary schools, as well as private schools about this extension.

Discussion:

- About allowing Volunteer Organizations to be nominated that are not registered charities, and the city can work with COF about awarding funds if a non-registered Volunteer Organization is selected as the recipient of the award.
- The definition for the Volunteer Organization of the year needs to be clarified and the criteria up-dated to include what makes a Volunteer Org, or Not-for profit eligible to be nominated.

Action:

- In the May meeting, the Steering Committee will review the criteria for the Volunteer Organization of the year and up-date/ clarify the wording for the next award season.

3.2 Appoint Selection Committee Chair

- Michael Loewen recommended for this year again.
- Review selection meeting dates, and deadline for selections to be made.

Moved By Wayne Moore /Seconded By Ellen Boelcke

THAT Michael Loewen be appointed Selection Committee Chair of the Civic Awards Committee.

Carried

Staff:

- Michael was not able to attend this meeting but had emailed to approve his appointment to chair of Selection Committee.
- Amber confirmed Selection meeting dates for Wed. March 2, and Thursday March 3 for Environment Selection meeting. The deadline for all selections to be made is March 7 - this has been communicated to ARTSCO and Sports Committee as well.

3.3 Approving selection Committee Members - Amber Gilbert

- Amber reviews the names of the Selection Committee members confirmed for this year.

Moved by Dawn Wilkinson / Seconded by Wayne Moore

THAT the Civic Awards Committee approves the Selection Committee Member appointments;

AND THAT the Civic Awards Committee approves Amber Gilbert contacting the previous year's Man of the Year recipient, David Krysko, to assist the Selection Committee.

Carried

34 Finalist Announcement at City Council Monday March 14

- Appoint Steering Committee rep to stand up and present the Powerpoint

Moved By Ellen Boelcke /Seconded By Dawn Wilkinson

THAT Wayne Moore be appointed Steering Committee Representative of the Civic Awards Committee to present the Finalist names at City Council.

Carried

Staff:

- Amber will be preparing the power point presentation for Wayne to present, and will send it to him to review prior to March 14, (with name pronunciations).

3.4 Awards night production up-date - Amber Gilbert

- Ticket sales, start March 14

Staff:

- To save time during the meeting, Amber will send an email out to the Steering Committee with production up-dates for the Awards Reception and Show.

4. Old Business

4.1 Sponsorship Update - Amber Gilbert

Staff:

- All Category Sponsors are confirmed for this season. A "first right of refusal" letter was sent the Crowe MacKay regarding their sponsorship of the Mayor's reception for this year.

4.2 Mayor's Reception Venue Update - Amber Gilbert

Staff:

- The Laurel Packing house was not available for the Mayor's Reception date of Sunday April 17th. After contacting a couple other options, Amber is recommending we book at the Coast Capri Hotel for the afternoon reception.

Discussion:

- The other committee members agree that it is a nice venue, with ample free parking, an appropriate size room to hold 200 guests.
- Amber asks if we should still plan to serve wine since it is an afternoon function, and the hotel has strict rules about wine sponsors, so we would have to purchase the wine thru hotel, rather than have a wine sponsor. The committee members at the table still felt it important to have the complimentary wine for the Reception.

4.3 Sub -Committee Reports

Nominating Committee - Dawn Wilkinson

- Dawn expressed the need for the Steering Committee to review the criteria around repeat nominations, and clarify the rule about past winners being eligible to be nominated again within 10 years.

Action:

- Steering Committee will review and clarify the criteria around nominating past winners for all categories in the next meeting.

Sports Committee - Wayne Moore

- Wayne confirmed that the Sports Committee will be meeting on Tues March 1 to make selections. And, that they are also waiting on one more team to be nominated, he is following up.

Selection Committee - already covered in item 3.2

5. Next Meeting Date

Wednesday, May 18, 2016

- o Louise noted that this will be her last meeting as Chair, and that we will need to appoint a new Chair for our Steering Committee.

6 Termination of Meeting

The Chair declared the meeting terminated at 1:10 p.m.

/ag

Louise Roberts, Chair