



Civic & Community Awards Steering Committee

Minutes

Date:	Wednesday, February 22, 2017
Location:	Parkinson Recreation Centre 1800 Parkinson Way, Kelowna, BC
Committee Members Present:	Councillor, Maxine DeHart, Wayne Moore, Michael Loewen, Ellen Boelcke, and Dawn Wilkinson
Committee Members Absent:	Cheryl Miller
Staff Present:	Community & Neighbourhood Services Manager, Mariko Siggers; and Recreation Technician, Amber Gilbert

1. Call to Order

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

2. Confirmation of Minutes

Moved by Wayne Moore/Seconded by Ellen Boelcke

THAT the Minutes of the May 18, 2016 Civic & Community Awards Steering Committee meeting be adopted, as circulated.

AND THAT the Minutes of the October 26, 2016 Civic & Community Awards Steering Committee meeting be adopted, as circulated.

Carried

3. New Business

3.1 Review Nomination submissions for each category

Staff:

- Listed off the nominations received for each category.
- All categories with the exception of the Champion for the Environment received a good amount of nominations.
- The majority arrived on the deadline day, with a few utilizing the extension thru the weekend to get them in.

Committee/Staff Discussion:

- The Committee Members had a discussion regarding the fact that everyone waits until the last minute to submit nominations, which makes it hard for City staff to know what is coming in and if we will have enough in each category.
- Some suggestions to improve this process were:
 - o Hold a nomination information session and hand out full nomination packages - giving us the opportunity to track which category's package was picked up and how many;
 - o The ability to fill out nominations online would still be available, but we could look in to tracking IP addresses to be able to know which and how many nominations were downloaded from the city's website;
 - o Revisit the criteria for the Corporate Community of the Year categories. In particular, change the existing "Small to Medium Business" category, to be just "Small Business" category, and the "Large Business" category would become "Medium to Large Business. The categories would be defined by the number of employees, the following was proposed:
 - Small Business - Under 30 employees;
 - Medium to Large Business - Over 30 employees.

Action:

- The staff liaison to look in to average size of businesses in Kelowna, as well as check with the Kelowna Chamber's Business Excellence awards regarding category criteria for size.
- The Steering Committee will vote on the up-date to this category at the May meeting.

3.2 Appoint Selection Committee Chair

Moved by Wayne Wilkinson/Seconded by Ellen Boelcke

THAT Michael Loewen be appointed Chair of the Civic & Community Awards Selection Committee for the 42nd Annual Award Season.

Carried

3.3 Confirm Selection Committee members for this year / for three committees

Staff:

- Listed off the members of the committee that are new and returning for this year, noting that a representative from the Chamber had not been confirmed yet, and the committee needed one more rep from the 'volunteer sector'.
- The Selection Committee is meeting Thursday March 9, deadline for all selection from other committees (Arts, Sports, Environment) is due in March 10.
- Committee members made some great recommendations for city staff to follow up with to complete the selection committee.

Action:

- The staff liaison will contact Ken Besesson, acting Executive Director for the Chamber (and past committee member) to invite him to the Selection Committee.
- The staff liaison will contact Marianne Dahl about inviting a representative from United Way to assist on the Selection Committee.

3.4 Finalist Announcement at City Council Monday March 20

Chair:

- Advised that he could make the finalist announcement at City Council as Chair of Selection Committee and recommended he share this role with the Nominating Committee Chair, Dawn Wilkinson.

Committee Discussion:

- Dawn Wilkinson is not available to attend on March 20, so Ellen Boelcke will stand up in Dawn's place.

3.5 Awards night production up-date

Staff:

- Advised that the Media Release goes out after finalist announcement at City Council on March 20, with tickets going on sale that day as well.
- This year tickets are being sold right at the Parkinson Rec Centre, thru the recreation clerks. They are still just \$25 each.

4. Old Business

4.1 Sponsorship Follow Up, re: Open Categories

There was no discussion.

4.2 RFQ for Audio Visual

Staff:

- Advised that the Purchasing Department has determined that an RFQ was not needed, since S/W is the only company in town that can do everything we need for the show.

4.3 Sub-Committee Report

Committee member, Dawn Wilkinson provided an update regarding the Nominating Committee.

Committee member, Wayne Moore, provided an update regarding the Sports Committee.

4.4 Critical Dates

Staff:

- Advised that the Mayor's Reception is Sunday, April 30th at the Laurel Packing House, from 3 pm to 5 pm.
- Advised that the Awards Night is Wednesday, May 10th at the Kelowna Community Theatre. Doors open at 6pm for Social hour in the lobby with the Awards Show commencing at 7 pm.

5. Next Meeting Date

The next meeting date is proposed for May 17, 2017. The location to be determined.

6. Termination of Meeting

The Chair declared the meeting terminated at 1:25 p.m.

Michael Loewen, Chair

/ag/slh