

Civic & Community Awards Steering Committee

AGENDA



Wednesday, May 16, 2018

12:00 pm

Ramada Kelowna Hotel & Conference Centre

2170 Harvey Avenue, Kelowna, BC

Pages

1. Call to Order

2. Confirmation of Minutes

2 - 5

February 14, 2018

3. New Business

3.1 Feedback from Committee about the Mayor's Reception and Awards Night

3.2 Staff Liaison will review post-awards follow up with finalists and sponsors

3.3 Proposed up-dates to award categories for 2018

4. Old Business

4.1 Table the criteria review for the Volunteer Organization of the Year until October meeting.

Invite Central Okanagan Foundation representative to be part of the discussion.

5. Next Meeting Date

Proposed Date - Wednesday, October 17, 2018

6. Termination of Meeting



Civic & Community Awards Steering Committee

Minutes

Date: Wednesday, February 14, 2018
 Location: Kelowna Boardroom, Third Floor
 City Hall, 1435 Water Street

Committee Members Present: Wayne Moore, Ellen Boelcke, Marika Luczi and Don Ferguson

Committee Members Absent: Michael Loewen (Chair), Councillor Maxine DeHart, Dawn Wilkinson and Dan Rogers

Staff Present: Divisional Director, Active Living & Culture, Jim Gabriel; Community & Neighbourhood Services Manager, Mariko Siggers; and Recreation Technician, Amber Gilbert (Acting Chair)

1. Call to Order

The Acting Chair called the meeting to order at 12:05 p.m.

2. Confirmation of Minutes

Moved by Wayne Moore/Seconded by Marika Luczi

THAT the Minutes of the October 25, 2017 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3. New Business

3.1 Review Nominations for the 43rd Annual Awards

Staff:

- Reviewed all of the nominations that were submitted by the deadline with the exception of the youth nominations.

- Confirmed that, due to an overlap with COBBS grant deadlines for students, the schools were given an extension to get the nominations in.

Committee/Staff Discussion:

- The Committee Members discussed a couple of the categories that received a lower number of nominations and how the number of nominations could be improved for next year.
- The Committee Members discussed the concerns raised by the Central Okanagan Foundation (category sponsor) that foundations should not be eligible to be nominated for the Volunteer Organization of the Year award. When reviewing the criteria for this award category (Awarded to a volunteer or not-for-profit organization that has provided outstanding community services to the City of Kelowna), it was noted that foundations are registered as not-for-profits and are therefore eligible to be nominated.

Action:

- Review criteria for volunteer organization of the year for the 44th annual nomination period. Need to decide if "fundraising groups such as the rotary clubs and foundations (philanthropic vs. volunteer) are eligible to be nominated for the Volunteer Organization of the Year award. The criteria should be defined and a discussion regarding the decision needs to be communicated to the Central Okanagan Foundation.

3.2 Review final Draft Terms of Reference for Selection Committees

Staff:

- Confirmed that the Terms of Reference will be used by all of the selection committees with respect to the nomination judging.

Committee/Staff Discussion:

- The Committee Members accepted the Terms of Reference for this use.

3.3 Appoint Chair for "Volunteer" Selection Committee

Moved by Ellen Boelcke/Seconded by Don Ferguson

THAT Michael Loewen be appointed Chair of the Volunteer Selection Committee.

Carried

3.4 Approve Selection Committee, confirmed members

3.5 Review dates that the Selection meetings are being held

Staff:

- Reviewed the four (4) Selection Committees together with who is confirmed to attend and the dates they will be meeting to do the judging:
 - Volunteer Selection Committee – meeting February 21, 2018 at 5:30 pm;
 - Arts Selection Committee – meeting February 22, 2018 at 12:00 pm;
 - Environment Selection Committee – meeting February 26, 2018 at 12:00 pm; and
 - Sports Selection Committee – meeting February 27, 2018 at 6:00 pm.

Committee/Staff Discussion:

- The Committee Members approved the Selection Committee members for the season.

3.6 Finalist Announcement at Council on Monday, March 5, 2018

Staff:

- Reviewed the deadlines for all of the finalist selections in order to be ready to present to City Council on March 5, 2018.
- Advised that the Chair usually represents the Committee at the Council Meeting and presents the names; however, if the Chair is unavailable, Committee Member, Wayne Moore, has offered to present the finalist names.

3.7 Tickets go on sale - Through Kelowna Tickets this year

Committee/Staff Discussion:

- Discussed the new ticket format and slight increase in ticket cost for the Awards Night on April 26, 2018 at the Kelowna Community Theatre.
- The ticket price was raised to \$28.00 per ticket from \$25.00 per ticket.

4. Old Business

4.1 AV Contract - Quotes received and decision made

Staff:

- Advised that two (2) AV quotes were received; one from Film Factory and one from SW Audio Visual.
- The SW quote was priced better and therefore we will be using them again this year.

4.2 Obtaining Catering Quotes

Staff:

- Currently getting catering quotes for the Mayor's Reception on April 15, 2018 (200 guests) and for the Awards night "Social Hour" on April 26, 2018 (300 guests).

4.3 Winery for Mayor's Reception - recommendations

Staff:

- Will be approaching Sandhill and Cedar Creek wineries regarding serving wine at the Mayor's reception.

4.4 Entertainment for Awards Night

Committee/Staff Discussion:

- Committee Member Don Ferguson offered to contact a youth quartet that he knows of to see if they would like to play at the Mayor's reception and potentially at the Awards night.

4.5 Other Production Details

Staff:

- Advised that the bios will be written by Glenna Turnbull.
- Advised that the finalist plaques and recipient gifts will be prepared by MOD.
- Advised that the display profiles will be prepared by MOD.
- Advised that the trophy updates will be done by the Trophy Den.
- Advised that the programs will be prepared by Brian Derkson of Safeguard.

5. Next Meeting Date

The next meeting date of the Committee is proposed for Wednesday, May 16, 2018 at 12:00 pm. Location to be determined.

6. Termination of Meeting

The Acting Chair declared the meeting terminated at 1:15 p.m.

Amber Gilbert, Acting Chair

/ag/slh