

# Civic & Community Awards Steering Committee

## AGENDA



Wednesday, February 13, 2019  
12:00 pm  
Parkinson Recreation Centre  
Gala Boardroom  
1800 Parkinson Way, Kelowna, BC

Pages

**1. Call to Order**

**2. Confirmation of Minutes**

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Approve Minutes of the Meeting of January 9, 2019.

**3. New Business**

**3.1 Review Nominations Received**

**3.2 Mayor's Reception Event Logistics**

- Production details
- Food & Beverage
- Entertainment/Music
- Host/Emcee

**3.3 Awards Night Event Logistics**

- Production details
- Food & Beverage
- Entertainment/Music
- Confirm ticket price
- Host/Co-Host

**4. Old Business**

**4.1 Review sponsorship commitments**

**4.2 Review Key Dates and timeline for 44th Annual Award season**

- March 4<sup>th</sup>, 2019 - announcement of finalists to Council
- Sunday April 14<sup>th</sup>, 2019 - Mayor's Reception (PRC: 3:00-4:30pm)
- Wednesday April 24<sup>th</sup>, 2019 - Awards Night (Kelowna Community Theatre: 6:00-9:30pm)

**5. Upcoming Meeting Dates**

- Friday April 26<sup>th</sup> from 9am-10:30am - post event debrief meeting

**6. Termination of Meeting**



## Civic & Community Awards Steering Committee Minutes

Date: Wednesday, January 9, 2019

Location: Parkinson Recreation Centre  
Gala Boardroom  
1800 Parkinson Way, Kelowna, BC

Members Present: Councillor Ryan Donn, Michael Loewen, Ellen Boelcke, Gillianne Richards, Dan Rogers, Wayne Moore

Members Absent: Amber Gilbert and Marika Luczi

Staff Present: Community Development Coordinator, Melina Moran; Community & Neighbourhood Service Manager, Mariko Siggers; Divisional Director, Active Living & Culture, Jim Gabriel; Legislative Coordinator (Confidential), Clint McKenzie

### 1. Call to Order & Roundtable Introductions

Staff called the meeting to order at 4:09 p.m.

Dan Rogers joined the meeting at 4:14 p.m.

### 2. Confirmation of Minutes

Moved By Ellen Boelcke /Seconded By Gilliane Richards

THAT the Minutes of the October 23, 2018 Civic & Community Awards Steering Committee meeting be adopted.

Carried

### 3. New Business

#### 3.1 Review of updated Terms of Reference

Councillor Donn and Wayne Moore joined the meeting at 4:15Pm

Staff:

-Reviewed the changes to the Terms of Reference and responded to questions from Committee members.

- Discussion ensued regarding term of committee members.

### 3.2 Appoint Steering Committee Chair and Vice-Chair

Moved By Ellen Boelcke/ Seconded By Dan Rogers

THAT Michael Loewen be appointed Chair of the Civic & Community Awards Steering Committee for the 44th annual awards season.

Carried

Moved By Wayne Moore / Seconded By Michael Loewen

THAT Ellen Boelcke be appointed Vice-Chair of the Civic & Community Awards Steering Committee for the 44th annual awards season.

Carried

### 3.3 Appoint Sports Committee Chair

Moved By Ellen Boelcke/ Seconded By Dan Rogers

THAT Wayne Moore be appointed Chair of the Sports Selection Committee for the 44th annual awards season.

Carried

### 3.4 Nominating Committee Update

Moved by Wayne Moore/ Seconded by Ellen Boelcke

THAT Amber Gilbert be appointed Chair of the Nominating Committee for the 44th annual awards season.

Carried

Discussion ensued regarding the proposed members and chairs of the subcommittees including sports, civic selection, environment, arts, and nominating committees.

- Staff reviewed the award categories and 2017 award recipients.

Staff reviewed promotions for nominations and 2017 recipients who could be interviewed for promotional purposes before the deadline of February 8, 2019.

### 3.5 Review sponsor commitments

Staff:

Confirmed all 7 sponsors are back on board this year: Central Okanagan Foundation, KCR Community Resources, Grant Thornton, FortisBC, Royal Bank of Canada, UBC Okanagan, and the Prospera Credit Union.

### 3.6 Review Key Dates and Timeline for 44th Annual Award season

February 8<sup>th</sup> – Nomination deadline.

March 4<sup>th</sup> – Finalist announcement to Council

April 14, 2019 – Mayor's Reception – Parkinson Recreation Centre was discussed as the location.

April 24, 2019 – Awards Night – Kelowna Community Theatre

**4. Old Business**

**4.1 Award Category Updates**

Staff:

-Confirmed status quo for award categories for 2018-19. Conversations are taking place now to look at updating the categories for next year.

**5. Upcoming Meeting Dates**

Upcoming meeting dates:

- Wednesday, February 13, 2019 from 12:00 – 1:30 p.m.

- Thursday, April 26, 2019 from 9:00 a.m. – 10:30 am (proposed date for post event debrief).

**6. Termination of Meeting**

The Chair declared the meeting terminated at 5:12p.m.

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Chair, Michael Loewen

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