



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.

It was confirmed that the Steering Committee Chair will chair the Civic Selection Committee.

- 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 8th – Nomination deadline.

March 4th – 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.

Chair, Michael Loewen