



Civic & Community Awards Steering Committee Minutes

Date:	Wednesday, February 13, 2019
Location:	Parkinson Recreation Centre Gala Boardroom 1800 Parkinson Way, Kelowna, BC
Members Present	Councillor Ryan Donn, Michael Loewen, Ellen Boelcke, Marika Luczi, Dan Rogers, Wayne Moore
Members Absent	Amber Gilbert, Gillianne Richards
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**
The Chair called the meeting to order at 12:15 p.m.

2. **Confirmation of Minutes**

Moved By Dan Rogers/Seconded by Ellen Boelcke

THAT the minutes of the January 9, 2019 Civic & Community Awards Steering Committee be amended to show the confirmation of Michael Loewen as Chair of the Civic Awards Selection Committee and be adopted.

Carried

3. **New Business**

3.1 **Review Nominations Received**

Staff:

- Reviewed the nominations in all categories.

Committee:

- Discussed and confirmed that nominations are based on what volunteer and community work is completed versus what an individual nominee is paid to do.
- Expressed their enthusiasm on the number of nominations received.
- Discussed environmental stewardship and future nominations in this area.
- Expressed their appreciation of Amber Gilbert and the Nominations Committee for their hard work in encouraging all the nominations.

3.2 **Mayor's Reception Event Logistics**

Staff reviewed the following details of the Mayor's reception:

- Food & Beverage
- Entertainment/Music: high school musicians to be selected.
- Host/Emcee: Councillor Donn confirmed he can Host/Emcee.

The Committee provided feedback from last year's event.

3.3 Awards Night Event Logistics

Staff reviewed the following details of the Awards Night Event:

- Production details: a full rehearsal of the night will take place.
- Food & Beverage
- Entertainment/Music: a live music option is preferred.
- Ticket price: will remain at \$28. Finalist receive two complimentary tickets.

Councillor Donn:

-Volunteered to create a video clip using coverage from last year to assist with promoting the Awards Night via social media.

The Committee discussed team ticket costs for those nominated.

Staff:

- Tickets will go on sale on March 4, 2019.
- Host/Co-Host – will approach 2018 hosts and confirm their interest.

The Chair confirmed that the Selection Committee will meet next week for finalist selection. A report will be taken to Council on March 4th by the Nomination and Selection Committee Chairs to announce the finalists and the event.

4. Old Business

4.1 Review sponsorship commitments

Staff confirmed all sponsors from 2018 are back on board.

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

The Committee reviewed the key dates and timeline:

- March 4, 2019 – Announcement of finalists to Council
- April 14, 2019 – Mayor's Reception (PRC: 3:00-4:30 p.m.)
- April 24, 2019 – Award's Night (Kelowna Community Theatre: 6:00-9:30 p.m.)

5. Upcoming Meeting Dates

The post event debrief meeting date is Friday, April 26, 2019 at 9:00 a.m.

6. Termination of Meeting

The Chair declared the meeting terminated at 12:58 p.m.

Michael Loewen, Chair