

Civic & Community Awards Steering Committee

AGENDA



Tuesday, November 19, 2019

12:00 pm

Layer Cake Mountain

1435 Water Street

Pages

1. Call to Order and Roundtable Introductions

2. Confirmation of Minutes

3 - 4

Approve Minutes of the Meeting of April 26, 2019.

3. Old Business

3.1 Award Category Updates

As approved by Council on November 4, 2019

4. New Business

4.1 Review of updated Terms of Reference and new Council Policy

Approved by Council on November 4, 2019

4.2 Appoint Steering Committee Chair and Vice Chair

Nominations will be accepted in advance or from the floor

4.3 Appoint Sports Committee Liaison

Nominations will be accepted in advance or from the floor

4.4 Appoint Nominating Committee Liaison

Nominations will be accepted in advance or from the floor

4.5 Award Program Overview

Event logistics (A/V, F&B, Finalist Profiles)

Sponsorship Update

4.6 Review Key Dates & Timeline for 45th Annual Award Season

- Sunday, April 19, 2020
 - selected for the Mayor's Reception - Location TBC
- Wednesday, April 29, 2020
 - booked for the Civic & Community Awards Night at the Rotary Centre for the Arts

5. Upcoming Meeting Dates

Set next meeting dates - February and May 2020

6. Termination of Meeting



Civic & Community Awards Steering Committee

Minutes

Date: Friday, April 26, 2019
 Time: 9:00 am
 Location: Parkinson Recreation Centre
 Gala Boardroom
 1800 Parkinson Way, Kelowna, BC

Members Present Councillor Ryan Donn, Amber Gilbert, Michael Loewen, Ellen Boelcke, Wayne Moore, Gillianne Richards

Members Absent Marika Luczi, Dan Rogers

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

The Chair called the meeting to order at 9:07 a.m.

2. Confirmation of Minutes

Moved By Wayne Moore/Seconded by Councillor Donn

THAT the Minutes of the February 13, 2019 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3. New Business

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

Committee:

- Provided feedback on areas including:

- Font size on slides too small, food fantastic, venue size hard to encourage mingling as it was large space. (Mayor's reception)
- Press release came out early to allow media time to prepare story, press embargo included?
- Length of voice overs were getting too long as night progressed.
- Incorporate music behind the names as they start to appear on screen.
- Would like to see more of the community coming to support their peers.
- Provide more of a role to those handing out the awards.
- Consider awards for diversity and inclusivity.
- Consider recognition for finalists vs. one winner in the future for each category.

- Recognition idea: mounted poster of a moment in time and write-up of the nominee vs. a traditional plaque.
- Discussion regarding the video review by the audiovisual contractor and those videos that were missing. Links to videos will be made available to all finalists.
- City Banner was well done.
- Discussion on the level of completion of nominations and having enough information to make informed decisions. Discussed the bios being done prior to review by the Selection Committee.
- Selection Committee orientation helping to ensure the level of commitment; option to split the review into two nights: businesses and citizens awards.
- The length of the reception: gender neutral categories would assist in decreasing the number of videos required.
- Discussion on choosing a winner vs. celebrating finalists which would allow the opportunity to combine the two events.
- Discussion on how to feature nominees and the opportunity to build online media to showcase the event.
- Post event; can look at ways to capture acceptance speeches and use social media to increase the celebration beyond the event.
- Look at opportunity to broadcast the event on local online media.
- Continue to ensure event deters repetitive winners and focuses on positive recognition.
- Consider recognizing other community program finalists at the awards; e.g. Strong Neighbourhoods Program
- Youth – encouraging more peers nominating peers and connecting earlier with student groups in September.
- Lighting of the video screens – too dark at the start of the evening.
- Wine was complimentary with the sponsor, consider also securing a beer sponsorship.

Staff thanked the Committee for their feedback and advised a recommendations report will be brought back to the group prior to presenting to Council in May.

5. Upcoming Meeting Dates

There are no upcoming meeting dates.

6. Termination of Meeting

The Chair declared the meeting terminated at 10:30 a.m.

Michael Loewen, Chair