

Civic & Community Awards Steering Committee

AGENDA



Tuesday, January 7, 2020

12:00 pm

Parkinson Recreation Centre

Gala Boardroom

1800 Parkinson Way, Kelowna, BC

1. Call to Order

2. Confirmation of Minutes

Approve Minutes of the Meeting of November 19, 2019.

3. Old Business

3.1 Review Key Dates and Timeline for 45th Annual Award Season

- Nomination deadline February 14th, 2020
- Finalist announcement to Council Monday March 16th, 2020
- Sunday April 19th, 2020 - Mayor's Reception at the Coast Capri Hotel
- Wednesday April 29th, 2020 - Civic & Community Awards Night at the Rotary Centre for the Arts

4. New Business

4.1 Review of Nomination Period

- Advertising + promotions
- Nominating committee membership
- Review of committee working document

4.2 Review of Budget and Sponsorship Commitments

4.3 Event Logistics

- A/V + stage setup
- Food and Beverage
- Recipient Trophies
- Ticket price

- 45th Annual Commemorative Features

5. Upcoming Meeting Date

Thursday, February 20th at Parkinson Recreation Centre at 12:00 p.m.

Set post event debrief meeting for May 2020

6. Termination of Meeting