

Civic & Community Awards Steering Committee

AGENDA



Thursday, February 20, 2020

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 DRAFT Minutes of the Meeting of January 7, 2020.

3. Old Business

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

- 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

3.2 Review Sponsorship Commitments

4. New Business

4.1 Review Nominations Received

Thank-you to the Nominating Committee!

4.2 Review of Evaluation Matrix/Scoring Rubrics

5. Upcoming Meeting Dates

Post event debrief meeting: Friday May 1st, 2020 at 9:00 a.m. - PRC

6. Termination of Meeting



Civic & Community Awards Steering Committee Minutes

Date: Tuesday, January 7, 2020
 Time: 12:00 pm
 Location: Parkinson Recreation Centre
 Gala Boardroom
 1800 Parkinson Way, Kelowna, BC

Members Present Councillor Ryan Donn, Ellen Boelcke, Bob Burge, Lorraine Ewonus-Ellert, Karen Graham, Wayne Moore, Dan Rogers and Adam Schubel

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 12:06 p.m. and requested introductions.

2. Confirmation of Minutes

Moved By Wayne Moore/Seconded By Adam Schubel

THAT the Minutes of the November 19, 2019 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3. Old Business

Staff reviewed key dates and timelines.

4. New Business

4.1 Review of Nomination Period

Staff reviewed the advertising and promotions planned for the banquet including:

- Social Media – throwback Thursdays posts
- Weekly nomination posts
- Castanet advertising schedule

Nominating Committee Liaison, Karen Graham, advised that the Nominating Committee Members were reached out to this week and asked to assist in getting the word out regarding nominations now being accepted.

Staff confirmed there are Nominators already in contact with staff that are completing their nomination packages.

4.2 Review of Budget and Sponsorship Commitments

Staff confirmed all sponsors are back in from last year. Sponsors for the Mayor's reception and food and beverage sponsors are being confirmed. Securing event sponsors in addition to the category sponsors for the awards banquet will be new this year.

4.3 Event Logistics

Staff:

- Reviewed A/V & Stage set-up.
- Reviewed banquet ticket price. Discussion ensued and confirmation that the ticket price will be changed from \$28 last year to \$30. Ticket administration fees are at \$4 per ticket.
- Reviewed the design for recipient trophies.
- Reviewed the proposed members of the Selection Committees – Arts and Sport Award, Environmental Selection and Civic Selection.
- Highlighted the importance of any proposed committee members being committed and prepared for the amount of review and time dedication involved in the selection process.

5. Upcoming Meeting Date

The next Committee meeting will be Thursday, February 20th at 12:00 p.m.

A post event breakfast meeting will be planned for 9:00 a.m. on May 1, 2020.

5. New Business

Discussion ensued regarding the banquet audio/visual budget and services and the improvements needed from the production in 2019.

6. Termination of Meeting

The Chair declared the meeting terminated at 12:55 p.m.

Chair