

Civic & Community Awards Steering Committee

AGENDA



Wednesday, September 25, 2024

11:30 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. **Call to Order**
2. **Confirmation of Minutes** 2 - 3
Meeting of August 14, 2024.
3. **Hotel set-up - review**
4. **50th Awards**
5. **Sponsorship**
6. **Committee Roles & Responsibilities**
 - 6.1 **Steering Committee**
 - 6.2 **Selection Committees**
7. **New Business**
8. **Next Meeting Date**
9. **Termination of Meeting**



Civic & Community Awards Steering Committee Minutes

Date: Tuesday, August 14, 2024
 Time: 12:00 pm
 Location: Gala Boardroom
 1800 Parkinson Way, Kelowna

Members Present Lorraine Ewonus-Ellert, Wayne Moore, Councillor Maxine DeHart, Elaine McMurray, Ellen Boelcke, Bob Burge, Indy Dhial

Staff Present Event Development Supervisor, Chris Babcock; Event Services Coordinator, Carina Jean; Event Services Coordinator, Sarah Semeniuk; Recreation Technician, Nathalie Long; Recreation Technician, Madisson Montgomery; Divisional Director, Active Living & Culture, Jim Gabriel

1. Call to Order & Roundtable Introductions

The Chair called the meeting to order at 12:10 p.m.

2. Minutes

Moved by Bob Burge/Seconded by Wayne Moore

THAT the Minutes of the July 9, 2024 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3. Planning for the 50th Anniversary Gala in 2025

Discussion ensued on 50th anniversary preparations.

Staff:

- Provided update on KCT or the Delta hotel being reviewed for sit down dinner.
- Up to 500 people
- 50 to 60 K budget increase needed in addition to the base budget for the event and was approved by Council.
- All other venues are too small for a large sit down dinner format
- Discussion regarding the venue supporting the costs by being a key sponsor.
- May 8th Delta is available. Only certain dates are available already KCT available May 14th available
- Theatre has 800+ seats.
- Discussion regarding previous years costs in comparison.
- More sponsorship could be possible with it being the 50th anniversary

Moved by Bob Burge/Seconded by Wayne Moore

THAT the Committee work towards a sit down dinner format for the 50th anniversary of the awards.

Carried

- Staff will complete a draft budget to bring back to the Committee.
- Discussion ensued regarding what the program for the evening may look like.
- Feedback provided to staff regarding the program for the evening.
- Guest speaker and video content were discussed.
- Person of the Half Century was discussed.
- Discussion regarding capping the number of attendees versus allowing a larger number of people and the pros and cons of each approach.
- 300 people at the Laurel Building and turning people away in 2024.
- The length of the program was discussed and what is preferred by attendees.
- Breakfast program was discussed.
- Tentative hold on the dates for now: May 8th Delta May 14th KCT.
- PRC as a potential venue was also discussed.
- 50 years of invites of past winners. What quantity of tickets does this result in? Might need to have a yearly representative for each year as another concept.
- Pricing models (50%) for previous winners purchasing tickets were discussed.
- Balance between recognizing former winners and the 50th year winners was discussed. Past winners could assist introduce current year winners as an example.
- List of previous winners to be reviewed by staff

4. Old Business

Councillor DeHart confirmed a representative has not yet been submitted by the Kelowna Chamber.

Ellen will be on the committee until a replacement from KCR is provided.

5. Next Meeting Date

The next meeting will be on September 25, 2024 at City Hall with an 11:30 a.m. start.

6. Termination of Meeting

The Chair declared the meeting terminated at 1:07 p.m.

Chair