

# Civic & Community Awards Steering Committee

## AGENDA



Wednesday, October 30, 2024

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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September 25, 2024.

3. Hotel - logistics update

4. 50th Awards

5. Sponsorship

6. Committees

6.1 Steering

6.2 Selection

7. New Business

8. Next Meeting Date

9. Termination of Meeting



## Civic & Community Awards Steering Committee Minutes

Date:	Tuesday, September 25, 2024
Time:	12:00 pm
Location:	Meeting Room #5 1435 Water St, Kelowna
Members Present	Lorraine Ewonus-Ellert, Wayne Moore, Councillor Maxine DeHart, Ellen Boelcke
Members Absent	Elaine McMurray, Bob Burge, Indy Dhial
Staff Present	Event Development Supervisor, Chris Babcock; Event Services Coordinator, Carina Jean; Recreation Technician, Madison Montgomery; Legislative Coordinator (Confidential), Clint McKenzie

### 1. Call to Order & Roundtable Introductions

The Chair called the meeting to order at 11:40 p.m.

### 2. Minutes

Moved by Lorraine Ewonus-Ellert/Seconded by Ellen Boelcke

THAT the Minutes of the August 15, 2024 Civic & Community Awards Steering Committee meeting be adopted.

Carried

Ellen Boelcke:

- Advised the new KCR representative will be Kathryn Mitchell and they will start in October.
- Expressed her appreciation for the many years of participation on the Committee.

### 3. Hotel set-up - review

Discussion ensued on 50th anniversary preparations.

Staff:

- Provided an overview of the framework for the venue for the anniversary awards.
- A formal sit down, round table event is planned.
- Video content during the celebration will feature highlights from the last fifty years.
- A wall of fame will be included.
- Discussion ensued regarding the logistics of the venue.

#### 4. 50th Awards

Moved by Ellen Boelcke/Seconded by Lorraine Ewonus-Ellert

THAT the Committee work towards securing the Delta Hotel as a venue for the 50th Awards in 2025 as per the May 8, 2024 event quote circulated to City staff.

**Carried**

#### 5. Sponsorship

Staff:

- Reviewed the previous year's sponsors.
- Food costs were outlined.
- The required sponsorship that is targeted to cover expenses was shared.
- Previous year's sponsors will be contacted to determine interest.
- Potential revenue was outlined including title sponsor and category sponsors.

#### 6. Committee Roles and Responsibilities

Staff:

- Provided expectations of committee including brainstorming keynote speakers, the selection subcommittee and help coordinating sponsorship leads.

Discussion regarding the historic role of the committee ensued including selection and nomination subcommittees.

#### 7. New Business

Councillor DeHart advised that a Kelowna Chamber representative should be in place by the nominations period in November.

Discussion ensued regarding what a commemorative gift for the 50<sup>th</sup> anniversary could be.

#### 5. Next Meeting Date

The next meeting will be on October 30, 2024 at Parkinson Recreation Centre with a 12:00 p.m. start.

#### 6. Termination of Meeting

The Chair declared the meeting terminated at 12:34 p.m.

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Chair