

Civic & Community Awards Steering Committee

AGENDA



Wednesday, October 25, 2017

7:00 pm

Parkinson Recreation Centre

Gala Board Room

1800 Parkinson Way, Kelowna, BC

Pages

1. Call to Order

2. Confirmation of Minutes

3 - 6

Approve Minutes of the Meeting of June 8, 2017.

3. New Business

3.1 Introduction of new faces at the table

3.2 Open seats - ARTSCO, Kelowna Chamber

3.3 Appoint Steering Committee Chair, Michael Loewen

3.4 Appoint Sports Committee Chair, Wayne Moore

3.5 Appoint Nominating Committee Chair, Dawn Wilkinson

3.6 Confirm Nominating Committee Members for this year

3.7 Review Key Dates and Timeline for 43rd Annual Award Season

3.8 Nomination Period Announcement at City Council - November 6

4. Old Business

4.1 Review Award Criteria for Athlete of the Year Category

Action from June: Recommendation from June meeting, the Steering Committee will review the criteria for the Male and Female Athlete of the Year based on concern that an athlete can be eligible even if they don't live in Kelowna.

Current Criteria states: "The Athlete that brought the greatest amount of recognition to Kelowna..."

4.2 Review Award Criteria for Corporate Community of the Year

Action from February: Recommendation from Nominating Committee post nomination period. Consider adjusting corporate community sub-categories to be Small Business (under 30 employees) and Medium to Large Business (30+ employees).

4.3 Sponsorship Follow Up for the 43rd Annual Awards Season

City staff will update the Committee on the current sponsorship status and which categories are still open for sponsorship.

4.4 Terms of Reference for Selection Committees

Action from June: City staff to bring forward a draft Terms of Reference for review to help set some guiding principles for the selection committees during the judging process.

5. Next Meeting Date

Proposed Date - Wednesday, February 7, 2018

6. Termination of Meeting



Civic & Community Awards Steering Committee

Minutes

Date: Thursday, June 8, 2017
 Location: Ramada Hotel & Conference Centre
 2170 Harvey Avenue, Kelowna, BC

Committee Present: Members Michael Loewen (Chair), Dawn Wilkinson, Wayne Moore, Ellen Boelcke, Cheryl Miller and Councillor Maxine DeHart

Staff Present: Community & Neighbourhood Services Manager, Mariko Siggers, and Recreation Technician, Amber Gilbert

1. Call to Order

The Chair called the meeting to order at 12:19 p.m.

2. Confirmation of Minutes

Moved by Ellen Boelcke/Seconded by Michael Loewen

THAT the Minutes of the February 22, 2017 meeting of the Civic & Community Awards Steering Committee be adopted.

Carried

3. New Business

3.1 Feedback from Committee regarding Awards Night

Dawn Wilkinson, Committee Member:

- Made comment that the Selfie-Salute went well (#civicawards) and that Stephanie did a great job speaking.

Staff:

- Advised that MC's felt the evening went well.
- The videos on the screen were done really well and the flow was good.
- Wondered about having photos on the stage. If we don't, we lose the opportunity to have the photo with the sponsor. One option would be to have the music come back on while the photos are being taken.
- Need better promotion of the nomination period at the event. Open the nomination period earlier and be sure to include the date it was submitted on the form if it's not already on the template. Should ask the nominees to provide an invite list so that City staff can forward info about the awards night and how to get tickets.
- Attendance was down compared to other years, with just over 400.
- A Terms of Reference should be developed in case there is a conflict of interest on the selection committees.

Councillor DeHart:

- Received a lot of feedback regarding Taylor Ruck not being a resident of Kelowna as her address is in Phoenix. Inquired whether the criteria for male and female athletes be revised.

Staff:

- Will add criteria for male and female athletes to the October meeting agenda for consideration.

Councillor DeHart:

- Noted that it is our historical practice to invite past Man and Woman of the Year recipients to be on the selection committee. Could this be considered a conflict. Should address this issue in the Terms of Reference. Need a document that defines what conflict of interest looks like.

Staff:

- Will bring the conflict of interest issue to the Steering Committee for consideration.

Wayne Moore, Committee Member:

- Wasn't at the event but heard very good feedback about the evening.

Cheryl Miller, Committee Member:

- Missed the evening, but heard good feedback.

Ellen Boelcke, Committee Member:

- She presented the Steering Committee and acted as a 'greeter' which added a personal touch.
- Food was great, maybe too much of it though.
- People were drifting out throughout the evening. The pictures on stage harms the flow.
- Evening was pretty much exactly 2 hours.
- Noted that the MC notes should include having people stay until the end of the evening.

Michael Loewen, Committee Member:

- Liked the screens and the sponsor displays.
- Noted that City Council and staff were recognized but not the volunteers. Should add some notes to the Mayor's welcome.

3.2 Update from City Staff - Season Review and Proposed updates on Nomination Period Timeline

Staff:

- Proposing an earlier start to the nomination period, presenting to City Council and announcing the start of the nomination period on the first Monday in November, instead of December.

3.3 Date Set for Next Year's Awards - Reception Sunday April 15, 2018 - Awards Night Thursday April 26, 2018

Staff:

- Mayor's reception is booked for Sunday, April 15, 2018 (location TDB). This will coincide with the start of National Volunteer Week.
- The 43rd Annual Awards night is scheduled for Thursday, April 26, 2018 at the Kelowna Community Theatre.

4. Old Business

4.1 Sponsorship Follow Up Regarding Open Categories

Staff:

- City staff is currently looking at a recognition item for this year's category sponsors that will be handed to the sponsor along with the first right of refusal letter for next year's event.
- Open categories include the Bob Giordano Memorial Award and Male & Female Athlete of the Year.
- Sponsorship packages will start being handed to potential sponsors again in September.

4.2 Sub-Committee Report - Follow Up and Review from Past Year

Dawn Wilkinson, Nominating Committee:

- We have a great group of volunteers on the Nominating Committee, representing the School District, arts community and business sector.
- We need more help with the 'Champion of the Environment' categories.
- Numerous names and contacts were suggested.

Staff:

- Will follow up and invite suggested people before the Nominating Committee gets started again in October 2017.

Wayne Moore, Sports Committee:

- Discussed the need for more contact directly with sport organizations for athlete and team nominations.
- Always get lots of coaches put forward from the Sports Heroes reception, however some athletes that should be nominated are getting missed.

Selection Committee:

- Need to establish a brief Terms of Reference to reviewed by the Committee on the October 2017 meeting.

5. Next Meeting Date

There was a suggestion made to have an evening meeting to accommodate everyone's work schedule. A couple of dates in October were discussed, October 24 or 25, 2017. The date and time will be dependent on the Downtown Kelowna Association and Council's schedule.

6. Termination of Meeting

The Chair declared the meeting terminated at 1:55 p.m.

Michael Loewen, Chair

/ag/slh

DRAFT