



## Civic & Community Awards Steering Committee

### Minutes

Date: Wednesday, February 13, 2019

Location: Parkinson Recreation Centre  
Gala Boardroom  
1800 Parkinson Way, Kelowna, BC

Members Present: Councillor Ryan Donn, Michael Loewen, Ellen Boelcke, Marika Luczi, Dan Rogers, Wayne Moore

Members Absent: Amber Gilbert, Gillianne Richards

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 12:15 p.m.

#### 2. Confirmation of Minutes

Moved By Dan Rogers/Seconded by Ellen Boelcke

THAT the minutes of the January 9, 2019 Civic & Community Awards Steering Committee be amended to show the confirmation of Michael Loewen as Chair of the Civic Awards Selection Committee and be adopted.

**Carried**

#### 3. New Business

##### 3.1 Review Nominations Received

Staff:

- Reviewed the nominations in all categories.

Committee:

- Discussed and confirmed that nominations are based on what volunteer and community work is completed versus what an individual nominee is paid to do.
- Expressed their enthusiasm on the number of nominations received.
- Discussed environmental stewardship and future nominations in this area.
- Expressed their appreciation of Amber Gilbert and the Nominations Committee for their hard work in encouraging all the nominations.

### **3.2 Mayor's Reception Event Logistics**

Staff reviewed the following details of the Mayor's reception:

- Food & Beverage
- Entertainment/Music: high school musicians to be selected.
- Host/Emcee: Councillor Donn confirmed he can Host/Emcee.

The Committee provided feedback from last year's event.

### **3.3 Awards Night Event Logistics**

Staff reviewed the following details of the Awards Night Event:

- Production details: a full rehearsal of the night will take place.
- Food & Beverage
- Entertainment/Music: a live music option is preferred.
- Ticket price: will remain at \$28. Finalists will receive two complimentary tickets and the athletic team finalists will each receive 4 tickets to the awards night.

Councillor Donn:

-Volunteered to create a video clip using coverage from last year to assist with promoting the Awards Night via social media.

Staff:

- Tickets will go on sale on March 4, 2019.
- Host/Co-Host – will approach 2018 hosts and confirm their interest.

The Chair confirmed that the Selection Committee will meet next week for finalist selection. A report will be taken to Council on March 4<sup>th</sup> by the Nomination and Selection Committee Chairs to announce the finalists and the event.

## **4. Old Business**

### **4.1 Review sponsorship commitments**

Staff confirmed all sponsors from 2018 are back on board.

### **4.2 Review Key Dates and timeline for 44th Annual Award season**

The Committee reviewed the key dates and timeline:

- March 4, 2019 – Announcement of finalists to Council
- April 14, 2019 – Mayor's Reception (PRC: 3:00-4:30 p.m.)
- April 24, 2019 – Award's Night (Kelowna Community Theatre: 6:00-9:30 p.m.)

## **5. Upcoming Meeting Dates**

The post event debrief meeting date is Friday, April 26, 2019 at 9:00 a.m.

## **6. Termination of Meeting**

The Chair declared the meeting terminated at 12:58 p.m.

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Michael Loewen, Chair