



Civic & Community Awards Steering Committee

Minutes

Date: Thursday, February 20, 2020
 Time: 12:00 pm
 Location: Parkinson Recreation Centre
 Gala Boardroom
 1800 Parkinson Way, Kelowna, BC

Members Present Ellen Boelcke, Bob Burge, Lorraine Ewonus-Ellert, Karen Graham and Adam Schubel

Members Absent Councillor Ryan Donn, Wayne Moore and Dan Rogers

Staff Present Community Development Coordinator, Melina Moran; Community & Neighbourhood Service Manager, Mariko Siggers; Divisional Director, Active Living & Culture, Jim Gabriel; Legislative Technician, Suzanne Woods

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 Adam Schubel/Seconded By Karen Graham

THAT the Minutes of the January 7, 2020 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3 Old Business

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

The Committee reviewed the key dates and timeline:

- Finalist announcement to Council Monday March 16, 2020
 - Ellen Boelcke is planning to attend Council meeting with Staff.

- Sunday April 19, 2020 - Mayor's Reception at the Coast Capri Hotel
- Wednesday April 29, 2020 - Civic & Community Awards Night at the Rotary Centre for the Arts

Staff:

- Sent Outlook invites to committee members for key dates.

3.2 Review Sponsorship Commitments

Staff:

- Reviewed the current sponsorship commitment list.
- Suggested creating a policy around Sponsorship for clarity. Staff will be creating a Civic Awards Sponsorship Policy, different from the City Sponsorship Policy, later this year to provide formal guidelines for this area.

4 New Business

4.1 Review of Nomination Period

Staff:

- Reviewed the nominations in all categories.
- Thanked Karen Graham, Adam Schubel and the entire nominating committee for their work in promotion of the nomination period.

4.2 Review of Evaluation Matrix/Scoring Rubrics

Staff:

- Presented a new Evaluation Matrix to streamline nominee evaluation across the various selection committees.
- Thanked Bob Burge for providing input on the Evaluation Matrix.

5 Upcoming Meeting Dates

Upcoming meeting dates:

- Friday May 1, 2020 at 9:00 a.m. – PRC (Post event debrief)

6 Termination of Meeting

The Chair declared the meeting terminated at 1:00 p.m.

Ellen Boelcke, Chair