



Civic & Community Awards Steering Committee Minutes

Date: Wednesday, April 26, 2023
 Time: 12:00 pm
 Location: Gala Boardroom, PRC

Members Present: Ellen Boelcke, Lorraine Ewonus, Karen Graham, Wayne Moore, Councillor Maxine Dehart

Members Participating Remotely: Bob Burge, Adam Schubel, Dan Rogers

Staff Present: Community & Neighbourhood Services Manager, Mariko Siggers; Divisional Director, Active Living & Culture, Jim Gabriel

Staff Participating Remotely: Legislative Coordinator (Confidential), Clint McKenzie

1. Call to Order

The Chair called the meeting to order at 12:04 p.m.

2. Confirmation of Minutes

Moved by Wayne Moore/Seconded by Ellen Boelcke.

THAT the Minutes of the February 15, 2023 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3. New Business

3.1 Review Key Dates and Timeline for the 48th Annual Award Season

A roundtable discussion ensued regarding the awards ceremony.

Councillor DeHart expressed how well received the awards ceremony was and congratulated the events team on a fabulous job.

Some areas for improvement discussed by the Committee included:

- The photograph area could be improved with a backdrop area.
- White screen up too much on the presentation. Have a sponsor's screen.
- Steps up to the podium were a concern.
- Trophies could be put on display, so they are more visible.

Staff:

- Provided their comments on the event and the venue.
- The format was well received by attendees.
- Nominee videos almost overlapped, need a bit of a pause.
- The stage could be set up in a more professional way.
- The master of ceremonies duties were discussed.
- The caterer was discussed.

The Committee addressed other items to consider as preparation for next year's event including:

- Marketing budget and providing more of a promotional package to potential sponsors.
- Athlete of the year nominations were lean.
- Ways to improve nominations were discussed.
- The naming of the awards and the word "Civic" may not be recognized by a segment of the community. Focus on "Community"
- Program printing – print less in the future.
- Future sponsors to approach were discussed.
- Check-in logistics were discussed.
- Budget was accurate with some additional expense on video production.
- New nominations.
- Non-monetary nominations were discussed as a criteria and if it should continue.
- Nominations and award winners by gender were discussed.

4. Old Business

There was no old business.

5. Next Meeting Date

No meeting dates were set at this time for the 2023 Awards. Meetings will begin in early 2024.

6. Termination of Meeting

The Chair declared the meeting terminated at 1:07 pm.

Chair