



Civic & Community Awards Steering Committee Minutes

Date:	Friday, January 5, 2024
Time:	12:00 pm
Location:	Parkinson Recreation Centre Gala Boardroom 1800 Parkinson Way, Kelowna, BC
Members Present	Ellen Boelcke, Bob Burge, Lorraine Ewonus, Wayne Moore, Indy Dhial, Elaine McMurray, Lorie Ellert, Dan Rogers
Members Absent	Councillor Maxine DeHart
Staff Present	Event Development Supervisor, Chris Babcock; Event Services Coordinator, Carina Jean; Event Services Coordinator, Sarah Semeniuk; Recreation Technician, Nathalie Long
Staff Participating Remotely	Legislative Coordinator (Confidential), Clint McKenzie

1. Call to Order & Roundtable Introductions

- Staff called the meeting to order at 12:01 p.m.
- Committee members introduced themselves.

2. Minutes

- The minutes from the April 26, 2023 meeting were not adopted.

3. Old Business

- Discussion ensued regarding ways to improve the intake of nominations.
- Completion of forms was reviewed.
- The list of award categories from the previous year was reviewed.
- Staff will circulate the City website link to the categories.
- Award presentations were reviewed.
- The names of categories were discussed.

4. New Business

4.1 New member orientation/overview

- Members were given a brief overview of terms of reference and responsibilities of a committee member.

4.2 Selection of Chair & Vice Chair

Moved by Wayne Moore/Seconded by Elaine McMurray

THAT Ellen Boelcke be selected as Chairperson for the term.

Carried

Moved by Ellen Boelcke/Seconded by Wayne Moore

THAT Dan Rogers be selected as Vice Chair for the term.

Carried

4.3 Selection of Sub Committee Chairs

- The Committee discussed who on the Committee should serve as the primary liaison for subcommittees as follows:
- Nominations/Selection Committee - Indi Dhial was selected as the primary liaison. Dan Rogers will also serve as a liaison and assist City staff.
- Sports Committee - Wayne Moore will serve as primary liaison to assist City staff.
- The Civic Selection Committee liaison will be decided closer to the awards date.
- The Environment Committee liaison will also be decided closer to the date.

4.4 Review Key Dates and Timeline for 49th Annual Award Season

- The nomination period is open. It closes February 9th.
- The ceremony will be April 24th at the Laurel Packinghouse.
- The Mayor's reception is not being held separately from the awards ceremony.
- Committee members requested copies of any news releases electronically to share the information in their corporate newsletters.
- Staff discussed the press release reminder that there is one month to get nominations in.
- Photos from the previous year for use in promotions this year were discussed. Using pictures of previous year's winner in communications and releases about the nomination categories was discussed.
- The committee discussed the videos that were released weekly last year to help promote the nominations and agreed they should be done again this year.

5. Next Meeting Date

- The dates for press releases were discussed.
- Nominations will close on February 9th.
- The next meeting will be Friday, February 9th.
- Outreach to the community was discussed. The coordination with the school district for nominations for the Athlete of the year was reviewed.

6. Termination of Meeting

- The Chair declared the meeting terminated at 12:52 p.m.

Chair

DRAFT