



## Civic & Community Awards Steering Committee Minutes

Date:	Tuesday, October 30, 2024
Time:	12:00 pm
Location:	Gala Boardroom, Parkinson Recreation Centre 1800 Parkinson Way, Kelowna
Members Present	Lorraine Ewonus-Ellert, Wayne Moore, Councillor Maxine DeHart, Ellen Boelcke; Elaine McMurray, Bob Burge, Indy Dhial
Members Absent	
Members Participating Remotely	Katelin Mitchell
Staff Present	Event Development Supervisor, Chris Babcock; Event Services Coordinator, Carina Jean; Event Services Coordinator, Sarah Semeniuk; Recreation Technician, Madison Montgomery; Divisional Director, Active Living & Culture, Jim Gabriel
Staff Participating Remotely	Legislative Coordinator (Confidential) Clint McKenzie

### 1. Call to Order & Roundtable Introductions

The Chair called the meeting to order at 12:01 p.m.

### 2. Minutes

Moved by Lorraine Ewonus-Ellert/Seconded by Wayne Moore

THAT the Minutes of the September 25, 2024 Civic & Community Awards Steering Committee meeting be adopted.

Carried

### 3. Hotel - logistics update

Staff:

- Confirmed the table arrangement for dinner will be sit down round table.
- Spoke to the price breakdown and total expenses of the venue.

### 4. 50th Awards

Staff:

- Provided an overview of the commemorative program that highlights the last 50 years.
- Advised the video is being choreographed and keynote speaker options are being considered.

- The finalist trophies were reviewed.
- Discussion ensued on the program makeup for the awards evening including static displays, timing of program details.
- Announcements to recognize the finalists were reviewed.

#### **5. Sponsorship**

Staff:

- Spoke to sponsorships including those returning, presenting, category and table level sponsorships.
- Discussion ensued regarding the options for ticket sales.

#### **6. Committees**

Staff:

- Advised they are looking at revamping the application and possible review of the selection matrix for each.

Discussion ensued regarding the opportunity for participation on subcommittees by members and the benefits of cross participation on each committee.

#### **7. New Business**

Staff:

- Advised the launch for the nominations period will go to Council in December. The nomination period will start Monday, December 2nd and end Monday, February 10th.

Jim Gabriel left the meeting at 12:39 p.m.

Staff will set-up a shared folder to have committee members share ideas for the awards including potential keynote speakers and potential sponsors.

#### **8. Next Meeting Date**

Next meeting date – to be determined.

#### **9. Termination of Meeting**

The Chair declared the meeting terminated at 12:53 p.m.

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Chair