

Minutes of the LDRRAC Awards and Recognition Committee

Meeting of May 4, 2015

Attendees: F. Andrighetti, F. Cassar, D. Hamou, Z. Hasmi, K. Hussain, I. Silver

1. F. Cassar welcomed the group and welcomed new members Zeba Hasmi and Fae Andrighetti.

2. **Updates to Action/Issues/Decision Log** are in bold text on the log: Updates:

- Monthly meetings moved to the first Monday of each month
- Awards celebration will be held on Dec. 8, 2015
- F. Cassar to follow-up with Jackie Martin re e-mail of April 6th
- K. Hussain to confirm with Education Committee members, his AODA

presentation to LDRRAC will be held in June/July, 2015

3. **Review of Diversity, Race Relations and Inclusivity Award By-Law B2017-284:**

Action: F. Cassar to make following changes and forward to LDRRAC with Nominations Form for review at May 16, 2015 Meeting:

- Number main headings to negate same numbers being referenced in document
- Remove references to calendar year to streamline updates (ie. remove reference to 2014)
- Sentence titled "Achievements you think deserve recognition!": Bold and add stories of previous winners, without names

Action: I. Silver to provide stories from previous winners for each category

- #4 re consent to the nomination – Add "this includes submissions from previous years.
- Under Nomination Criteria – change reference of "Nominations Sub-Committee" to Awards and Recognition Sub-Committee

- Modify Categories as follows:
 - 1) Small Business and Small Labour (49 or fewer employees/members);
 - 2) Corporations, Large Business and Large Labour (50 or more employees/members);

REMOVE #3 Institutions (both public and private);

 - 3) Social/Community Services – Not for Profits: (49 or fewer employees/members);

REMOVE reference to Education and Training

 - 4) Social/Community Services – Not for Profits (50 or more employees/members);
 - 5) Youth/Youth Adult Groups or organizations
 - Change iv) All nominators and nominees will be advised of the status of their nomination prior to the presentation of the award
 - Under Selection Process, add the Awards and Recognition Sub-Committee

will ensure all nominations reside in the appropriate category

ACTION: Obtain copy of letter to all nominees to review. Change iv) All nominators will be advised of the status of their nomination prior to the presentation of the award.

4. **2015 Nominations Process: Draft Timeline:**

1. Review By-Laws to ensure content is accurate
2. Review Nominations Form to ensure content is accurate

ACTION: Ensure Nominations Form includes statement regarding the right to move nomination to appropriate category

3. Update website
4. Promote Nominations Campaign (ie. poster, social and print media). Include Londoner, LFP, Rogers, direct letter writing, etc).
5. Plan celebration
6. Receive and review nominations

7. LDRRAC Recommendation
8. Review by CAPS
9. Review by Council
10. Communicate outcome to nominees and nominators
11. Hold Celebration
12. Conduct nominee and nominator survey

ACTION: D. Hamou to update and/or provide a sample of last year's poster

ACTION: F. Cassar to liaise with J. Martin to schedule agenda item on LDRRAC, CAPS and Council meetings

Meeting adjourned at 10:05 am.

Next Meeting: Monday, June 1, 2015 in Committee Room #2