

Minutes of the LDRRAC Awards and Recognition Committee

Meeting of August 10, 2015

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

*Denotes regrets

1. There was one addition to the agenda item relative to approval of the 2015 Poster. The attendees approved the draft prepared by the City's Communication department.

Action: F. Cassar to request 100 posters be printed for distribution to the LDRRAC Committee, City Council, and local displays ie. libraries. Complete.

2. Background Information for Councillors:

- The attendees confirmed content to include: stories of past winners, dates of submission, copy/link to website (forms and by-laws), size of organizations, copy of posters and nomination form and LDRRAC contact information (C. Callendar and F. Cassar).
- The attendees reviewed the 2013-2014 winners and agreed to include stories of the 2014 winners:
 1. Institutions: The School of Communication Sciences and Disorders: Western University
 2. Youth: Epilepsy Support Centre
 3. Social and Communication: The London and Middlesex Local Immigration Partnership

3. Updates to Action/Issues/Decision Log:

- Potential venues to promote Awards: Facebook; Rogers CTV; LFP/Londoner – press release; e-blast – LDRRAC members, Councillor newsletters, news release; Twitter, School boards
- Celebration: City (B. Westlake-Powers) advised that the Councillors reception room is restricted due to renovations. Additional information to be provided at the meeting. There is alternate space available on 2nd floor.
 - Potential duration 4:30-6:00pm

- Estimated 50 attendees; 20 Committee members + 5 nominees + 25 (5X5) winners and guests
- Responses to city related action items remain outstanding. Last update on City Liaison to support Awards program was that B. Westlake-Powers is to contact City Clerk.
- Approximate cost for multi-cultural calendars is \$200.
- Last year's cost for plaques was \$750.

Action: 1) **Sub-Committee** to develop budget for celebration at next meeting.

2) **F. Cassar** to contact C. Callendar to determine if budget for celebration has been provisioned.

3) **I. Silver** to contact Steel town to obtain catering estimates.

4) **I. Silver** to secure copy of last year's program

5) **F. Cassar** to find out the times for CAPS and Council meeting presentations on Awards nominees and discuss representation with C. Callendar.

4. Preparation for LDRRAC Meeting:

- With the exception of full support from the Chair, feedback has not been received from Committee members on the changes to the By-Laws. This will be taken forward to the August meeting.
- The changes to the Nomination Form are also to be presented to the Committee.
- This sub-Committee did not see a need to discuss the potential to extend the closing date for Awards submission (Sept. 30, 2015) due to the tight timeline in coordinating necessary reviews by CAPS and Council to meet the Dec. 8th Awards celebration.

Meeting adjourned at 10:05 am.

Next Meeting: Monday, August 31, 2015 in Committee Room #2