

Minutes of the LDRRAC Awards and Recognition Committee

Meeting of August 31, 2015

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

Guests: J. Martin*, A. Prince

*Denotes regrets

1. Welcome and Updates:

- a. **Debrief from LDRRAC Committee Meeting:** Approval to By-Laws with two changes – exclude 2014 stories and complete sentence in 3.2 to reference the ability to move nominations to appropriate category
- b. **Nomination Form changes:** awaiting confirmation from J. Martin, all changes have now been processed
- c. **Awards Promotion:** Communication specialist (M. Geurdens) is coordinating social media promotion on: Aug 20, 24, 27, Sep. 1,3(e-Newsletter), 9, 14, 17 (e-Newsletter, Sept. 23, 25, Last call: Sept. 18)
 - Awaiting quote from Mayor's Office to include in media
 - Social media: Website, fb, twitter
- d. **One submission received:** Shayne and Monica Hodgson: Big Bike Giveaway. Others coming from Ability First Coalition and ~3 others from sub-Committee members
 - ACTION: F. Cassar** to send A. Prince 2014 Winners
 - ACTION: A. Prince** to liaise with J. Martin re starting an inventory of nominees for future invitations to submit nominations
 - ACTION: F. Cassar** to send two reminders to Committee to promote nominations in early September
 - ACTION: F. Cassar** to follow-up with C. Callendar re promoting awards on Rogers and potential for Council participation
 - ACTION: A. Prince** to draft one page fact sheet to Councilors to provide award overview, key dates and links to by-laws and nomination forms

ACTION: A. Hussein to distribute Decision Template for reviewing nominations

2. Review of Project Plan:

- The draft Rewards and Recognition Awards Project Plan was reviewed by attending Committee members and A. Prince.

ACTION: A. Prince to add post-mortem on the annual event will be added and include an assessment of 1) Did Wells, Next Times, changes to By-Laws and the Nominations Form; 2) Add Communications Plan to Marketing task; 3) extend marketing to run from May – Sept.

3. Awards Celebration - Agenda and Budget:

- See attached: Draft Agenda and Budget
- Preference is to have an International Event speaker at another event to better suit audience (ie. ideal to have Council participation)
- I. Silver has been looking into caterers. To date City Catering services is favorable

ACTION: J. Martin to confirm Awards can be done immediately following confidential /in-camera agenda items (ie. approx. 4:30-4:45pm)

ACTION: F. Cassar to distribute food estimates from I. Silver

4. Program Updates:

- Date: December, 8, 2015 (location to be confirmed)
- Update Overview of Inclusivity Award – same as opening paragraph in updated By-Laws
- Reception Program – agenda to be finalized at Sept. 17th LDRRAC Committee
- 2015 Recipients to be updated when known
- Add LDRRAC Contact Information

ACTION: A. Prince to liaise with Communications re development of Program. Also request 100 programs are printed.

ACTION: F. Cassar to send A. Prince electronic copy of program

ACTION: F. Cassar to liaise with I. Silver re Education's pursuit of new e-mail address "Diversity@London.ca

5. **Upcoming meetings: J. Martin** to advise if next Sub-Committee meeting can be moved to Friday, Oct. 2nd for 2 hours. Also confirm LDRRAC meeting date (Oct. 8th) and CAPs (Oct. 20) and Council (Oct. 27) recommendation meetings.

Next Meeting: October 2, 2015: Review of Nominations (date and location to be confirmed)