

Minutes of the LDRRAC Awards and Recognition Committee

Meeting of November 2, 2015

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

Guests: J. Martin*, A. Prince* *Denotes regrets

1. Evaluation of 2015 Nominations Process To Date:

Did Well: Summarized evaluation (individual/group ranking and rationale) helped to make an effective recommendation to LDRRAC

Opportunities for Improvement: (excluding impact of City stroke)

- Have printers printed and distributed to LDRRAC rather than ask members to print
- Increase # of submissions: a) Larger community outreach needed; b) start program awareness earlier; c) see what opportunities exist to reduce condensed timelines through review of submissions and approval processes
- Conduct research and/or interview to increase knowledge of nominees

ACTION: F. Cassar to share preliminary feedback and solicit input from LDRRAC

K. Husain to draft questions during research interviews of nominations and present to sub-committee prior to presentation to LDRRAC.

2. Communications to Nominees:

- Letters to successful and unsuccessful nominees were reviewed. Proposed changes are tracked in the attached sample letters.
- Suggested questions for participant survey:
 1. How did you hear about the Awards Program?
 2. How clear was the information on the website?
 3. How can the nominations awards process be improved?
 4. Was adequate time provided to complete the submission?
 5. What other feedback do you have to improve the Awards Nomination Process?

ACTION: F. Cassar to discuss survey questions with LDRRAC at next meeting.

3. General Discussion:

- Recommendations of DRIA winners were approved by CAPS and Council.

ACTION: J. Martin to advise F. Cassar if proposed changes to By-Laws and Nomination Form have been approved by Council?

ACTION: A. Prince to advise if Communications will promote all nominees and winners on social media as well as London Free Press, Snap, etc?

4. Awards Celebration Planning:

ACTION: J. Martin to advise:

- a) City Hall location where Awards event will be held
- b) If awards plaques have been ordered and inscribed with name and initiative
- c) Names of councilors who are participating and which one will speak
- d) Confirmed timing of awards on Dec. 10th's City Agenda

ACTION: A. Prince to advise if:

- a) Can City Photographer attend Awards event to take pictures? Releases required to be signed? If so, please provide form for inclusion in letter.
- b) Distribute sample Program for sub-committee to review. If Program excludes agenda, please send separately.

ACTION: I. Silver to advise if:

- a) Multicultural calendars are available
- b) City Hall caterers have all instructions for Dec. 10th event

Next Meeting: November 30, 2015: Finalize Awards Celebration (new date and location to be confirmed with J. Martin)