

Minutes of the LDRRAC Awards and Recognition Committee

Meeting of November 30, 2015

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

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

Meeting objective was to validate readiness for the December 8, 2015 Awards Recognition event.

Communications to Nominees:

Letters of invitation have been sent to successful nominees. A. Prince also called the nominees to extend invitations to attend and make a brief presentation.

To date, three groups (SW LHIN /SOAHAC, Ability First Coalition and Atlohsa) have responded they are sending a total of 27 representatives.

Invitations to award winners included 10 representatives per organization. Budget was based on 5 per organization.

RSVP's to date: 44 (27 nominees + 8 Council members + 6 DRIA Sub-Committee members + 3 LDRRAC (C. Callender, A. Prince and J. Martin)).

Action: A. Prince to follow-up with nominees (ie. London Committee for Cross Cultural Arts and Muslim Resource Centre for Social Support and Integration) who do not RSVP by Nov. 30 to confirm participation and optional invitation to speak for a few minutes.

Action: J. Martin to follow-up on status of remaining Councillors ~ 50%, who haven't yet responded to invitation.

Program: The sub-committee reviewed the program. J. Martin is drafting Mayor's speaking notes. Timing of presentation on City Agenda is being finalized.

Action: A. Prince to consider: 1) adding location of the event following reference to London City Hall. Location is Committee Rooms 1 and 2; 2) Confirm Mayor Brown is making the presentation or modify name on program.

Plaques: are ready for pick-up. J. Martin to evaluate change request from SW LHIN and SOAHOC representative (S. Morrison) and advise F. Cassar.

Action: K. Husein to pick up plaques and deliver to J. Martin.

Pictures: will be taken by A. Prince. Consent for pictures is complete

Catering: J. Martin is following-up with CoL Catering re status and cost. Food and drink cost is based on 50 people @\$10 plus tax

Budget: Cost for 16 Multi-Cultural Calendars is \$282.16. Sub-Committee is confident the costs for catering and plaques will not exceed \$1,400 budget.

Action: I. Silver to deliver calendars and invoice to J. Martin for reimbursement. **J. Martin** to coordinate distribution of calendars with A. Prince who is coordinating survey (one communication to be sent to all nominees requesting participation in survey and enclose calendar. **J. Martin and A. Prince** to confirm first letter sent excluded reference to calendars being enclosed.

Name tags: All LDRRAC members to wear name badges. **J. Martin** is creating name badges for all attending nominees. Spare name tags and pens to be available at the event.

Action: LDRRAC members to wear LDRRAC Committee name badges.

Microphone: **J. Martin** to arrange for use at the event.

Parking Passes: **J. Martin** is arranging for all attendees. Nominees have been notified parking will be paid.

Media Release: was briefly reviewed by sub-Committee members. No changes were identified.

Action: F. Cassar to notify C. Callender of potential participation by media and that he will be contact.

Action: F. Cassar to request C. Callender sends notification to LDRRAC members to participate in Recognition event.

Arrival Time: Awards & Recognition Sub-Committee members to arrive by 3pm.

Participant Survey:

LDRRAC has not identified additional questions to ask. They stand as:

How did you hear about the Awards Program?

How clear was the information on the website?

How can the nominations awards process be improved?

Was adequate time provided to complete the submission?

What other feedback do you have to improve the Awards Nomination Process?

ACTION: A. Prince and F. Cassar to finalize method of distribution. Preference is Survey Monkey and reference to survey included in letter enclosing Multi-Cultural Calendar.

Status of By-Law Changes

Recommended changes are with the City Clerk for review.

Action: F. Cassar to remind J. Martin to follow-up with City Clerk for status update prior to February, 2016 meeting.

NEXT MEETING: Friday, February 5, 2016