

## Minutes of the DIAAC Awards and Recognition Committee Meeting of February 6, 2017

**Attendees:** F. Andrighetti, F. Cassar, Z. Hasmi, K. Hussain, S. Khan, I. Silver\* \*Denotes regrets

### 1. Feedback on Dec. 8<sup>th</sup> Awards Event (most to be included in 2017 Work Plan😊)

- Increase nominees and seek nominations from community champions
- Make personal connection with all nominees through engagement of all DIAAC members interviewing and recommending nominees; DIAAC member to take one nominee who was declined, visit and assist with nomination next year
- Work with CoL Communications to:
  - Start promoting the Awards event now; i.e. Develop a marketing strategy for 2017;
  - Continue to increase awareness through Communications and Branding (ask for representation at sub-committee meetings and have ongoing DIAAC Awards & Recognition updates as part of City's activities i.e. press release of awards night and promotion of each nominee)
  - Collect newsletters/communication forums and seek opportunities to publicize through those venues, i.e. London Jewish News. Leverage language skills of Committee members
- Meet with each councilor to provide overview of fact sheet and challenge to submit one nomination
- Bigger room for the Awards and Recognition event preferred

**ACTION:** F. Cassar to request Glynis Tucker (Communications) to attend future Awards Sub-Committee meeting and also ask that the CoL site be updated with photos and list of nominees and winners

**ACTION:** Following approval by DIAAC, F. Cassar to ask Kate Graham for support to introduce the Awards event at last CDIS Champions meeting in March. Solicit support for nominations and promote event through same cards used at Racism event.

### 2. General Updates

**ACTION:** F. Cassar to request agenda topics at next DIAAC meeting re:

- a) Discuss timing of name change to determine alignment of needed changes to Awards content, ie. website (DRIA - > DIAA?), By-laws, Nomination Forms, etc.
- b) Request support to visit all Awards nominees. Proposed schedule: Chose Nominee and Make contact in March; Between April – June – meet and draft application. Complete application over summer and finalize/submit in Sept.
- c) Request support to promote awards at CDIS Champions meeting and suggest recognition of champions at this event. Also ask for approval to add names of Champions in Awards inventory pool to identify nominees for the annual awards event

**ACTION:** Next meeting to focus on updating By-Laws, streamlining nomination process, i.e. (request format change to Word and ability to complete /submit online and functionality to submit attachments)

**ACTION:** K. Hussain to update inventory of all Awards nominees

### 3. 2017 Workplan:

- In addition to what is referenced in #1 above, include create more awareness within the City and (citizen oversight) of DIAAC – bridge between citizens and CoL

**Next Meeting:** March 9, 2017