

London Diversity and Race Relations Committee Awards and Recognition Sub-Committee Meeting

Tuesday, December 7, 2018

Attendees: Fae Andrighetti, Flo Cassar, Zeba Hasmi, Kash Husain, Pat Shack

Regrets: Ian Silver, Glynis Tucker

Agenda: Debrief from 2018 Awards and Recognition Celebration

What Went Well?

- "Best one yet".....strong support team, particularly from City of London staff
- Good program, i.e. font, clarity, quality of paper
- Well structured, i.e. podium, chairs, overall room setup
- Good range of winners which improved quality of presentations
- Award presentations were first on the Council's agenda which resulted in less wait time for winners and more time for DRIA event
- Good location and quality of food

Areas for Improvement:

- Coat hangers
- Move registration away from food area, i.e. outside of room
- Encourage attendees to eat any time, i.e. make mention at outset of meeting
- Avoid duplication of presentations by winners (i.e. Council presentation and at event). Set expectations of general thank you to Mayor/Council and speak at event
- Set up name tags by group and in alphabetical order
- Have a larger table for registration and area for permission for photos/video
- More balance on food, i.e. less deep fried vs. fresh
- Correct challenges with online submission form

Budget: \$1,200 Actual: app. \$779.18

Food and drinks:	\$459.00	40 people. \$10.75 per person.
	270.18	Harold's plaque (\$45.03 + 5 winners' plaques @ \$39.85)
	50.00	Promotion of nominee submissions/higher priority on Facebook

Action: Pat Shack: Update DRIA Award page on London.ca with new winners

Action: Pat Shack: Inventory list of nominees and recipients

New Business:

- Program overview to new Councilors. Agreement to defer following review of all Committees.
Action: F. Cassar to revisit overview to new Council members in summer, 2019
- Revisit award title: "DRIA" to "DIAAC" for alignment to Committee name.
Action: F. Cassar to ask DIAAC meeting. If supported, conduct informal checks with new council members, i.e. Zeba to talk to Councilors, Mo, Ariel and Shawn Lewis.

Next meeting: Early March (before March 20) 2019.