

London Diversity and Race Relations Committee

Awards and Recognition Sub-Committee Meeting Minutes

Tuesday, June 12, 2018

City Hall Cafe

Attendees: Fae Andrighetti, Flo Cassar, Zeba Hasmi, Kash Husain, Ian Silver

2017 Awards Event:

- F. Cassar recapped the cost for the 2017 event which was \$648.31. Lower spend is a direct result of low attendance. It was agreed the 2018 budget would be reduced to \$1,200.00 as follows:

Expense	2017 Actual	2018 Budget
Gifts for Non-Winners - DIAAC Awards Event (Water bottles/Mugs)	\$ 48.12	\$ 100.00
Catering for DIAAC Awards Event (\$15 per person)	430.00	750.00
Miscellaneous: Zeba Hashmi - DIAAC Awards Event	9.32	100.00
Plaques for DIAAC Award (Sterling Marking Products)	160.77	250.00
	\$648.31	\$1,200.00

Action: F. Cassar to present reduced budget \$1,200 to DIAAC for approval at July meeting.

2018 Awards Event:

- I. Silver shared that Sterling Marketing Products has communicated new (increased) prices for plaques.

Action: I. Silver to advise of Sterling Marketing Product's price increase on award plaques.

- The Sub-Committee reviewed the feedback on the 2017 Awards event and identified the following opportunities for this year's event:
 - Review Nominee letter to improve clarity
 - Meet with Councilors individually to talk about the Awards program and solicit their support to promote the nominee process or provide referrals

Action: F. Cassar to recommend to DIAAC that City Councilor Harold Usher is recognized at the 2018 Awards and Recognition event or DIAAC meeting for his commitment to the Awards and Recognition program. Include recommendation for special award to Councilor Usher.

2018 Awards Project Plan:

- Internal Human Rights Day Is Monday, Dec. 10, 2018. Optimize the event by:
 - Inviting other DIAAC Sub-Committees to promote their areas of focus, i.e. education.
 - Do researches on International Human Rights Day, i.e. United Nations – find theme and available resources.

Action: I. Silver to research International Human Rights Day to identify theme and available resources.

Action: F. Cassar to follow-up with H. Lysynski/P. Shack re:

- Status of updates to Inventory of nominees and winners;
- Updating of DIAAC website on the event including pictures;
- Confirmation Dec. 11th Council meeting be a special meeting due to new Council.
Secure dates for CAP and DIAAC meetings.

2018 Annual Awards and Recognition Work Plan

- The Sub-Committee scanned the work plan and agreed the same tactics will continue to evolve in 2018. Keen focus on creating awareness/promotion of the award and leveraging community partners such as Accessibility Committee and CoL Communications.

Action: F. Cassar to update Annual Awards and Recognition Work Plan. Complete.

- Fact sheet and 1:1's with Councilors – will be campaigning and may find value in mentioning award too.

Action: F. Cassar to secure final list of Councilors who will be running in 2018-2022 Election to enable members to coordinate 1:1 meetings about Awards Event.

Action: K. Hussain to advise F. Cassar when an Awards presentation can be made to the CoL's Accessibility Committee.

Other Business:

- Second week in December S. Khan is coordinating a combined event, i.e. International Human Rights and Accessibility Day.

Action: Ian Silver to follow-up with Saleha Khan re sequencing of events with Annual Awards and Recognition event.

Action: F. Cassar to contact new DIAAC Secretary appointed: Pat Shack to provide orientation.

Action: F. Cassar to invite Glynis Tucker next meeting. Complete.

Action: F. Cassar to secure copy of decline letter sent to Pillar for review.

Next Meeting: July 10 @ 9:00 a.m. in the City Hall Cafeteria, 12th Floor.