

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

Monday, November 4 2019

Time: 3:30 pm – 4:30 pm

Attendees: Zeba Hasmi, Fae Andrighetti, Flo Cassar, Kash Hussain Dan Turner, Dana Wachter

Regrets: Ian Silver

DRIA Award Planning

D. Turner advised Committee Room #5 is the preferred location for the event, noting size is comparable and Facilities has advised they are able to move furniture and equipment.

D. Turner sent a letter to all nominees, inviting them to participate in celebration. Letters to request response by Nov. 29 and follow-up will take place on Dec. 3.

Action: I. Silver to order plaques and send invoice to D. Turner.

Action: D. Turner to provide samples of potential gifts for unsuccessful nominees and ask if they can be wrapped.

Action: D. Turner to submit order form to cafeteria once final count is known

Action: D. Turner to provide the following on the day of the event:

- Consent form for attendees to grant permission to be videotaped or pictures taken
- name tags
- secured podium and microphone
- Coat hanger

Action: D. Wachter to:

- Send media invitation
- Print 100 programs
- Populate previous pictures of DRIA on website
- Issue media release (on day of event) and follow with pictures on website, i.e. link to newsroom and then to social media

Action: F. Cassar to provide last year's program