

London Diversity and Race Relations Committee

Awards and Recognition Sub-Committee Meeting

November 27, 2019

Time: 3:30 pm – 4:30 pm

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

DRIA Award Planning

- K. Hussain advised that the Accessibility Workshop has been cancelled on Dec. 10/19, freeing up Committee rooms 1 and 2. There was unanimous support to keep plans in place to use Committee Room 5 and the cafeteria. Nominees have been advised by letter to meet in Committee Room 5 and following the presentation at Council, to regroup in the cafeteria on 12th floor.
- D. Turner reported that 8 of 14 organizations have responded to the event. A follow-up will be conducted on Dec. 2/19 with those who haven't yet responded.
- It was agreed that a sign advising guests that video/pictures will be taken at the event. This will negate the need for guests to sign a consent form.
- D. Turner confirmed that letters to nominators expressing thanks for recognizing individuals in our community will be sent from Mayor's office.
- D. Turner reported that both the DRIA winners (at Chambers) and nominees (reception) have been notified that they may be asked to speak at the event.
- Due to the number of speakers at the celebration (i.e. CDIS, S. Khan plus winners and potentially nominees, the group decided to forfeit an ice-breaker game.
- Nine, City of London coffee mugs (individual cost of \$13.50 + tax) will be purchased by D. Turner to be given to nominees who were unsuccessful. Z. Hasmi will wrap.
- Ushers taking guests to the elevator and to Chamber are: F. Andrighetti, I. Silver and Z. Hasmi. F. Cassar will direct winners and stay with them while they are being called.

Action: F. Cassar:

- Send I. Silver and D. Wachter the names of winners and respective categories. Complete.
- On day of event, advise guests:
 - room changes
 - videos/pics may be taken
 - parking passes are available

Action: Z. Hasmi to bring wrapped gifts (9) for unsuccessful nominees.

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

Action: K. Hussain:

- Speak with K. Kolton re 3 minute overview of CDIS and that presentation will occur at the beginning of the reception
- Speak with S. Khan re 3 minute overview of Human Rights Day at the beginning of the reception

Action: D. Turner:

- Send reminder to DIAAC members encouraging them to participate in the event
- Submit order form to cafeteria once final count is known
- Discuss preferred timing for award winners to speak about their initiative with the Mayor's office, i.e. Council or Reception
- Purchase nine, City of London Mugs for unsuccessful nominees and give to Z. Hasmi for wrapping
- Speak to Security about monitoring Committee Room #5 while group is in Chamber.

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

- Name tags (names to be added for those who confirmed attendance as well as blanks and pens for those who hadn't been identified)
- Secure podium and microphone
- Secure coat rack and determine best process for getting coats either back to guests or taken to cafeteria
- Parking passes

Action: D. Wachter:

- Create draft program
- Make reference to timing to be in Committee Room #5 and Cafeteria on 12th floor
- Print 100 programs
- Send media invitations
- Populate previous picture of DRIA on website

Action: D. Wachter on the day of the event:

- Bring sign advising guests that video/pictures will be taken
- Bring printed programs or give to D. Turner to bring
- Issue media release and follow up with pictures on website, i.e. link to newsroom and then to social media
- Take pics

Action: All: Give preliminary thought to content for the 2020/21 Work Plan. The 2019 Plan is attached, FYI.

Next Meeting: Tuesday, December 17, 2019 @ 3:30pm. Agenda will include a debrief of the 2019 DRIA Celebration and 2020/21 Work Plan.