

Awards and Recognition Sub-Committee Meeting

August 4, 2022

Attendees: Prabh Gill, Ryan O'Hagan, Audrey Pascual, Glynis Tucker

1. Chair of Awards and Recognition Sub-Committee – Prabh Gill
2. Diversity, Race Relations and Inclusivity Award
 - Call for Nominations:
 - Deadline for nominations is set for October 3rd at 9:00AM
 - Glynis – Posters and note cards to be prepared for circulation to community groups and City facilities
 - DIACAC Members – Request to circulate the call for nominations to the community groups of which they are members of
 - Advertising:
 - Glynis – Place advertisements via social media including paid ads on Facebook (to be included in the budget)
 - Glynis – Place ads on billboards and e-newsletters currently being used by the City
 - Prabh – To share potential contact info of community groups for Glynis to reach out to
 - Sub-committee will explore the possibility of either hosting booths at community events or request Community Connector booths to circulate posters or note cards regarding the awards
 - Reception:
 - Reception to be hosted by DIACAC for the award recipients
 - Reception potentially to be held at City Hall so that it will be convenient for award recipients to attend Council Chambers for the recognition
 - Audrey – Check availability of City Hall 12th Floor or committee room for the reception venue
 - Audrey – Check catering availability for the reception
 - Budget Request to DIACAC:
 - Budget request for \$2,000.00 to cover ads, giveaways, plaques, programs, and the cost of catering and venue for the reception
 - Nomination Form
 - Awards and Recognition Sub-Committee will work on changing the questions on the nomination form for future awards to make it easier for nominators to fill out
 - The change will require changing the Diversity, Race Relations and Inclusivity Award Policy
3. Next Meeting Date
 - Audrey – Will check in with the members regarding a potential meeting date and time for September 2022