

Senior's Hall of Fame Awards Committee

April 10, 2019

York Room

11:00 am

Attendance

Members: Yash Kapur, Chair, Councillor Amanda Collucci, Javaid Khan, Ardy Reid, George George, Lily Liu, Pearl Mantell, and Alice Chau

Staff: Andrea Berry, and Laura Gold, Council/Committee Coordinator

Regrets: Gail Leet

Item	Discussion	Action
1. Call to Order	The Senior's Hall of Fame Awards Committee convened at 11:00 am with Yash Kapur presiding as Chair.	
2. Event Planning and Undertaking	<p><u>Location of Event</u> The Committee discussed whether the event should be held at Markham Theatre or in the Council Chambers. After discussing the pros and cons of holding the event at each location the Committee agreed to hold the event in the Council Chamber, as it is more of an intimate venue.</p> <p><u>Date of Event</u> The event will now be held on October 3, 2019, as the Mayor is not available on October 1, 2019.</p> <p><u>Timelines</u> The following timelines were agreed to:</p> <ul style="list-style-type: none">• September 6 – submission deadline;• September 9 – creation of nomination package;• September 11 – judging of nominations. <p><u>Nomination Form</u> Andrew Berry, Senior Manager of Corporate Communication & Community Engagement circulated two different versions of the 2019 nomination form for the Committee's feedback.</p> <p>The Committee suggested the following changes to the nomination form:</p> <ul style="list-style-type: none">• Emphasize the submission should be 2 page resume style;	

Item	Discussion	Action
	<ul style="list-style-type: none"> • Add that volunteering needs to be completed in Markham. <p>The Committee selected the version of the nomination form with the purple background.</p> <p>Committee briefly discussed if senior's aged 55 should be recognized under this award. After some discussion, the Committee agree to keep the minimum age to be recognized at 60.</p> <p>The Committee also agreed not translate the form into Chinese again this year (note: the form was not translated into Chinese for the first time in 2018).</p> <p>It was agreed that Committee Members should not be permitted to sign the nomination form as the nominator.</p> <p><u>Website</u> Andrea Berry will update the website to reflect the 2019 award information.</p> <p><u>Criteria to Review Nominations</u> The Committee agreed it should use the same criteria as in previous years to review the nominations, some simple modification may still be made to the criteria at a later date.</p> <p><u>Keynote Speaker</u> The Committee was requested to think about who it would like to ask to be the keynote speaker at this year's award ceremony.</p> <p><u>Winners</u> The winners will continue to have 2 minutes each to speak at the award ceremony.</p> <p>The Committee briefly discussed whether the Senior's Hall of Fame winners should be told the award they won prior to the event to ensure they are in attendance at the event, and so they can invite the guests they would like in attendance when they receiving the award. No decision was made on this matter.</p>	<p>Update the website to reflect the 2019 award information – Andrea Berry</p> <p>Think about who you would like to speak as a keynote speaker at the event - Committee</p>

Item	Discussion	Action
3. New Business	There was no new business.	
4. Next Meeting Date	The next meeting of the Senior's Hall of Fame Awards Committee will be held on May 8, 2019.	
5. Adjournment	The Senior's Hall of Fame Awards Committee adjourned at 11:48 am.	