



**DOORS OPEN MARKHAM 2024
ORGANIZING COMMITTEE**

MINUTES

**Electronic Zoom Meeting
April 3, 2024**

Attendance

Present

Andrew Fuyarchuk
Bowie Leung
Kenneth Ng
Ken Steinberg
Dominica Tang
Regional Councillor Alan Ho

Staff

Audrey Bouman, Corporate Communications
Renee Zhang, Manager, Corporate &
Community Events
Bev Shugg Barbeito, Committee Clerk

Regrets

Yat Chi Ling
Jude Mahmoud
Agatha McPhee
Councillor Reid McAlpine
Bryan Frois, Office of the CAO
Regan Hutcheson, Manager, Heritage
Planning
Chris Rickett, Director, Economic Growth,
Culture and Entrepreneurship
Maxine Roy, Manager, Corporate
Communications

1. CALL TO ORDER

The Doors Open Markham 2024 Organizing Committee was called to order at 5:40 PM with Andrew Fuyarchuk serving as Chair.

2. CHANGES OR ADDITIONS TO THE AGENDA

The agenda was accepted with the following additions:

- Meeting in person
- Volunteers.

**3. ADOPTION OF THE MINUTES OF THE DOORS OPEN MARKHAM 2024
ORGANIZING COMMITTEE MEETING HELD ON FEBRUARY 7, 2024**

It was

Moved by Regional Councillor Alan Ho
Seconded by Andrew Fuyarchuk

That the minutes of the Doors Open Markham 2024 Organizing Committee meeting held on March 6, 2024 be adopted as distributed.

CARRIED

4. MATTERS ARISING FROM THE MINUTES

(a) Event Sites

It was reported that ten sites are confirmed. Please see Appendix A for the updated list of confirmed sites.

The Committee discussed one event site wishing guests to pre-register. It was agreed that it would be preferred if guests were asked to register at the site on the day of the event, rather than in advance. It was suggested that if pre-registration was related to the site having limited staff capacity on the day of the event, it might be helpful to offer to place more volunteers at that site. Audrey Bouman will follow up with the site to confirm its wishes relating to registration.

(b) Event Site Descriptions

Audrey Bouman advised that photos and descriptions have been received for all but one event site; she will follow up with that site. Descriptions for five of the ten event sites have been submitted to the provincial organization and Audrey Bouman is finalizing the descriptions for the remaining event sites. All the event site descriptions will also be posted on the Doors Open 2024 page of City of Markham website. e

(c) Draft Communications Plan

Audrey Bouman advised that the Doors Open 2024 website has been created at www.markham.ca/doorsopen. On that web page, there is a very brief description of the event and then it links to the Your Voice Markham page which hosts the different locations, their descriptions, and the activities scheduled there on the day of the event. The website design was highly regarded by Committee members. Corporate Communications will issue a social media post about the Doors Open Markham 2024 event and its locations to generate interest in the event with the public.

Once the website has been launched, the Corporate Communications team will develop brochures and other materials to support the event. Audrey Bouman confirmed that one mobile sign will be located in each City of Markham ward for a month between May 8 and June 8, 2024. The Doors Open Markham event will also be promoted on the digital electronic signs located at the Markham Civic Centre and community centres.

(d) Event Day Coverage (Logistics)

Audrey Bouman advised that the call for volunteers has been posted. The Committee discussed the number of volunteers that might be needed. In addition to staff of the event site, it was suggested that at least two volunteers would be needed at each site; however, some volunteers might not be able to devote an entire day and in that case, more than two volunteers per site would be needed. To cover the ten event sites, it was agreed that 30 – 40 volunteers should be recruited. It was agreed to recruit both young people and seniors; Ken Steinberg will reach out to seniors' centres et al to let them know of the opportunity to volunteer.

It was reported that the application deadline to serve as a volunteer was set as May 20, 2024 and a mandatory volunteer orientation session has been scheduled for the evening of June 5, 2024 in the Canada Room, Markham Civic Centre. It was agreed to hold a hybrid (virtual and in person) Committee meeting from 5:00-6:00 pm and the in person Volunteer orientation session from 6:00–7:30 pm. During the orientation session, Volunteers will be assigned to an event site; expectations for the day and their availability on the day of the event will be discussed so Andrew Fuyarchuk can draft a schedule. The Committee member assigned to a particular event site will sign the volunteer forms attesting to the hours worked.

Regional Councillor Alan Ho left at 6:15 pm to attend another meeting.

The Committee discussed roles of volunteers; there may be extra responsibilities per site depending on what the various sites need. For example, at the train station, volunteers may need control the crowd to prevent damage to the artwork and a mobile train set. However, for the most part, it is expected that volunteers will post signs, hand out brochures and greet people. Andrew Fuyarchuk and Kenneth Ng will check files from past years for a guide to expectations of volunteers. Kenneth Ng will draft a checklist for volunteers to follow; Audrey Bouman will formalize the document when it's ready.

(e) Division of Labour

The Committee discussed assigning Committee members to be responsible for an event site on the day of the Doors Open Markham 2024 event. Please see Appendix A for the list of Committee member assignments.

Audrey Bouman provided an update on event signage. It has been determined that new signage will be needed because the provincial Doors Open organization has a new sponsor and new branding guidelines have been established. Signage options are being reviewed so that updated signs may be ordered. It is hoped that Markham wayfinding signage may still be used. Signs will be ready and available for pickup at the Markham Civic Centre on June 5 before or after the Committee meeting/Volunteer orientation session.

Renee Zhang will purchase a case of water for each event site, which may also be picked up at the Markham Civic Centre on June 5..

Regional Councillor Alan Ho had advised that he can make available a total of 40 t-shirts, in a variety of sizes. It is hoped they could be ready for June 5, so that Committee members may distribute them to volunteers at each site on the day of the event.

Kenneth Ng will create a WhatsApp group so Committee members and Volunteers can be in touch with each other in cases of emergency.

5. NEW BUSINESS

None was identified.

6. OTHER BUSINESS

None was identified.

7. NEXT MEETING

The next meeting of the Doors Open Markham 2024 Organizing Committee is scheduled for Wednesday, May 1, 2024 at 5:30 p.m., via Zoom and in person, Canada Room, Markham Civic Centre.

8. ADJOURNMENT

It was

Moved by Ken Steinberg
Seconded by Andrew Fuyarchuk

That the Doors Open Markham 2024 Organizing Committee adjourn at 7:01 PM.

CARRIED.

APPENDIX A

CONFIRMED EVENT SITES

UPDATED APRIL 3, 2024

Event Site	Committee Member (responsible for site on day of event)
1. Heintzman House	Ken Steinburg
2. Unionville Train and Station 3. Stiver House – Main Street Unionville	Councillor Reid
4. Varley Art Gallery and 5. McKay Art Gallery	Dominica Tang and Bowie Leung
6. Thornhill Village Branch Library https://markhampubliclibrary.ca/locations/tv/	Agatha McPhee
7. Heritage Estates Markham	Regan Hutcheson
8. Markham Village Train Station 9. Fire Station (across from Markham Village Train Station on Main Street)	Andrew Fuyarchuk
10. Markham Museum	Kenneth Ng