

Senior's Hall of Fame Awards Committee

March 28, 2018

Community Room 4

11:00 am

Attendance

Members: Yash Kapur, Tony Murphy, Javaid Khan, Ardy Reid, George George, Gail Leet, Lily Liu, Manickampillai Velauthapillai and Councillor Amanda Collucci, Pearl Mantell, Alice Chao

Staff: Laura Gold, Council/Committee Coordinator, Kaushalya Rajah, Andrea Berry, Senior Manager, Corporate Communications, Roshan Thirugnanansampanthar (co-op student)

Regrets: Councillor Colin Campbell, Lorraine Li, Special Assistant to Mayor Frank Scarpitti; Raj Sethi

Item	Discussion	Action
Call to Order	The Senior's Hall of Fame Committee convened at 11:05 am with Yash Kapur as the presiding as Chair. Chair welcomed new member Tony Murphy, Hall of Fame award recipient.	
1. Approval of the Minutes	The Committee approved the minutes from the February 7, 2017 meeting.	
2. Matters arising from the minutes	The Committee was reminded that members need to reach out to the community and personally bring in nominations. Andrea distributed the nomination form and marketing proposal. The Chair complimented the Committee for finalizing everything 6 months ahead of the event and noted that the Committee has an additional day compared to previous years for going over the nominations.	
3. Terms of Reference	Ardy Reid reported on her and Javaid Khan's research on the proposed terms of reference for the Committee, specifically on the term of members. Terms of other Committee's vary anywhere	Email the City's

	<p>between 1 year to 6 years. Laura Gold explained that appointments will be made under the City's Appointment Policy.</p> <p>Ardy Reid requested for a copy of the City's Appointment Policy.</p> <p>Ardy Reid will circulate the draft Terms of Reference to the Committee by email so that it can be discussed at the next meeting.</p>	<p>appointment policy to Ardy Reid– Laura Gold</p> <p>Email the draft Terms of Reference – Ardy Reid</p>
4. Planning and Undertaking of the 2018 Hall of Fame Event	<p>A. Finalize the nomination form for the year 2018 (Andrea Berry and Ardy Reid):</p> <p>Committee reviewed the nomination form. The following changes were suggested:</p> <ul style="list-style-type: none">• replace the award winner picture in the form with the Committee's picture;• add "only" to the sentence on page 2 that reads "This award recognizes volunteer work within the City of Markham". <p>The Committee adopted the nomination form with the above changes.</p> <p>It was suggested that there should be a note in the Chinese form that the nomination form and supporting documents must be submitted in English and it should also have contact info for assistance with translation (if required) with a submission deadline.</p> <p>B. Dates for receipt of nomination forms and adjudication:</p> <p>It was noted that every committee member will be provided with the nomination package on September 10, 2018.</p> <p>It was decided that the adjudication of nominations will take place on Thursday, September 13, 2018, in the morning at the Markham Civic Centre.</p> <p>C. Keynote Speaker for the Award Function on October 1, 2018</p>	<p>Changes to nomination form – Andrea Berry</p>

	<p>The Committee was asked to think of a suitable key note speaker for event. The person does not have to be from Markham. It was requested that members email their suggestions before the next meeting. It was noted that Minister for Seniors Affairs will be invited to speak at the event after the Provincial election.</p> <p>D. Steps to increase the number of nominations</p> <p>Andrea Berry presented the Marketing proposal.</p> <p><u>Markham Life:</u> The next issue of Markham Life will promote the Seniors Hall of Fame event. The issue will be in distribution by April. Th subsequent issue will also promote the event.</p> <p><u>Website:</u> It was requested list the winners and the photos be updated on the Senior's Hall of Fam webpage. Laura Gold will provide a list of the 2017 winners to Andrea Berry.</p> <p><u>Poster:</u> Andrea Berry will create the poster and email it to the Committee for its approval before the next meeting. It was noted that there will be more room for photos on the poster.</p> <p><u>Press Release:</u> It was noted that the press release will be issued on the 3rd week of April with a quote from the Mayor.</p> <p><u>Digital Marketing:</u> The City's electronic information boards, website and social media will be utilized to attract nominations. This will start the 3rd week of April.</p> <p>The Committee was reminded that Members need to reach out to the community and personally bring in nominations.</p>	<p>Suggestions for Keynote speaker – Committee</p> <p>Provide Previous Winners List to Andrea Berry – Laura Gold</p> <p>Photos for poster – Andrea Berry</p>
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5. A.O.B	None.	
6. New Business	None.	
7. Date of Next Meeting	Wednesday, May 9, 2018, at 11:00 a.m. , York Room	
8. Adjournment	The Senior's Hall of Fame Committee adjourned at 12:21 p.m.	