

Senior's Hall of Fame Awards Committee

October 5, 2017

York Room

9:30 am

Attendance

Members: Yash Kapur, Manickampillai Velauthapillai, Pearl Mantell, Javaid Khan, Ardy Reid, Alice Chao (volunteer), and Richard Tu (volunteer)

Staff: Lorraine Li, Special Assistant to Mayor Frank Scarpitti; Kitty Bavington, Council/Committee Coordinator

Regrets: Councillor Amanda Collucci, Councillor Colin Campbell , Gail Leet (LOA) , Chair, Raj Sethi, George George, Lily Liu , Zavina Kheir

Item	Discussion	Action
Call to Order	The Senior's Hall of Fame Committee convened at 9:35 am with Yash Kapur presiding as Chair.	
1. Approval of the Minutes	The Committee did not receive the minutes of August 23, 2017.	
2. Review of the 2017 Seniors Hall of Fame Awards Ceremony	<p>The purpose of this meeting is to wrap-up and review the 2017 Awards event and process.</p> <p>The Committee expressed appreciation to staff members Lorraine Li and Laura Gold, and to other City staff for the smooth efficiency of the 2017 Seniors Hall of Fame Awards Ceremony.</p> <p>The Committee members made the following observations and comments relating to the event:</p> <ul style="list-style-type: none">- Yash Kapur was thanked for doing a great job Chairing the event- The event ran smoothly- The scoring results were good with the new criteria provided- The scoring process was good and easy- Scoring should not be changed once they are read out- Using a scale of 100% scoring provided some wriggle room- It would be easier if the nominees could be compared as apples-to-apples by having comparable nomination forms and avoiding lengthy attachments. Update the form to provide comparables	

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	<ul style="list-style-type: none"> - The nomination form needs to be revised, it is onerous and puts a burden on the nominator - The directions on the form are clear, but it can be reviewed for next year: perhaps provide enough space on the form and refuse any attachments - The form was good, but make it 4 single pages instead of double sided, so that the important sections can be separated to limit the size of the submission - Handwriting may be hard to read - Each form needs to be read thoroughly to be fair and accountable - We need more time between the submission deadline and selection, so there is time to read the applications - The whole process could be revised to ensure enough candidates are nominated - We are looking for exceptional people - Consider adding the scoring criteria to the nomination form, so that they know what the objective is - In the nomination package, promote a draw prize from all the nominations such as a dinner. This may bring in more nominations - There are a lot of seniors involved in volunteering, and there should be plenty eligible for nomination - It was suggested that each Council member be requested to point out at least one worthy senior, and reach out to every volunteer organization - Rotary Club, Heart & Stroke, etc. for their nominations - If each committee member nominates two and council members find one, that should be enough - Councillor attendance at the SHOF meetings is low, so they should each be requested to nominate at least one person - There was caution against councillors submitting nominations as they may be perceived as rewarding campaign helpers, and that should be avoided - What are the expectations for the Board? Review membership requirements – is Markham residency required and what are the term limits - Attendance has been low, do we need more members - Do we need to remove inconsistent members, particularly Council representatives 	

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	<ul style="list-style-type: none"> - Staff have difficulty with incorrect information on the forms (spelling of name, contact information) - There is a lot of work to do (up to 400 letters were sent) staff need committee members ready to vet the responses - It was agreed that committee members have to do more work and shouldn't rely on staff - Send letters to all seniors centres rather than trying to attend at each of them – this given them the ability to send us a couple nominations - We need to approach schools earlier in the process, possibly coordinate with Grandparents Day, etc.; however, that date is in September which is too close to our deadline. Back up the approach date to Jan/Feb - Work with the Parents Council in addition to school principle, give the schools the responsibility for nominations - Staff needs to know when/who will prepare the letter to schools - Social media is important and we need to tap into it, but many seniors aren't connected, so we need to reach out to younger people – use the Mayor's page, make an appeal from Mayor, to make noise in the community - Turnout was down, due to fewer nominations. People attend to support the nominees, and the more nominees there are, the bigger the audience - Give each winner a couple minutes to speak, not just the big winner, to encourage attendance - The Chair tried to include reference to several winners In his speech - Add more information in the citation rather than just the name - It means a lot to be a recipient and get the recognition, and that should be the focus – a gratifying reward for volunteerism, rather than a bragging point. Begin next year with a review of what this award is supposed to mean to the people who won and were nominated - Invite previous winners to attend a meeting and provide input - Markham is very diverse, and there are many hard-working individuals that do not receive recognition because they work within their own community and cannot achieve the necessary "Markham" points. The criteria for the award is for contributions "for Markham" so self-contained community volunteers would not qualify - Perhaps add a new category for a single community contribution 	

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	<ul style="list-style-type: none"> - The Mandate is to make Markham a better place, and there are other opportunities for other awards. Would the mandate need to be amended? - The criteria is narrow, nominees need to broaden their volunteerism to build diversity in service; however, language is sometimes a barrier - The keynote speaker is good, but needs to be contacted and brought in earlier - Learn from the past and make room for improvement <p>In Summary</p> <ul style="list-style-type: none"> - Review the composition of this committee; ensure they are Markham residents and the term limits; ensure they are able to attend - The caliber and number of nominations could be better. Suggestions were given to increase the number of submissions: approaching schools; one from council members; two from each committee members - Give award winners time to speak - Give package to committee in enough time for proper review - Review the timeframe, working backwards from October - Ensure information (names, address) are correct – perhaps send a letter to nominees to check. This should be done by members, not staff - What does the award mean to winners? - Invite prior winners to assist the committee - Limit the size of submissions by providing 3 or 4 pages that provide plenty of room and limit submissions to the form <u>only</u>, to avoid lengthy confusing attachments - Lots of advertising was provided, but not enough nominees received - Chair will work with individual members to see what they are comfortable with regarding responsibilities - Councillor participation has been very disappointing. Regrets would be appreciated. 	
3. New Business	None.	
4. Date of Next Meeting	Start on first Wednesday in February, 2018, at 11:00 a.m.	
5. Adjournment	The Senior's Hall of Fame Committee adjourned at 11:07 a.m.	