

Senior's Hall of Fame Awards Committee

May 31, 2017

Ontario Room

11:00 am

Attendance

Members: Yash Kapur, Chair, George George, Ardy Reid , Manickampillai Velauthapillai, Gail Leet, Richard Tu (guest), and Lily Liu

Staff: Sara McMillen, Senior Management of Corporate Communications & Community Engagement, Laura Gold, Council/Committee Coordinator

Regrets: Councillor Colin Campbell , Councillor Amanda Collucci, Pearl Mantell, Vice-Chair, Javaid Khan, Zavina Kheir, Alice Chao and Raj Sethi

Item	Discussion	Action
1. Call to Order	The Senior's Hall of Fame Committee convened at 11:02 am with Yash Kapur presiding as Chair.	
2. Approval of the Minutes	The Committee reviewed and approved the minutes from the May 3, 2017 meeting.	
3. Planning of the 2017 Senior's Hall of Fame Event	<p>The Committee discussed the following for the 2017 Senior's Hall of Fame Event:</p> <p><u>Date of Event</u></p> <ul style="list-style-type: none">Have confirmed that the event will be held on Monday, October 2, 2017 – 5:30 – 7:30 pm;Requested the proclamation request be submitted to the Clerk's Office – Laura GoldAsked that the event be added to the Community Calendar – Sara McMillen <p><u>Food at Event</u></p> <ul style="list-style-type: none">Requested that food for the Committee be put in the Ontario Room at this year's event, as last year there was not enough food for the Committee	<p>Follow up with the Mayor's office regarding inviting the recommended speakers to the event – Laura Gold</p> <p>Book Ontario Room for the event to put the Committee's food in – Laura Gold</p>

Item	Discussion	Action
	<p><u>Speakers at Events</u></p> <ul style="list-style-type: none">Followed up with the Mayor's Office regarding inviting the speakers to the event, but there was no update to be provided at this time –Laura GoldWill follow-up again with Mayor's Office to see if the Mayor has received any responses to the invitations to speak at the event – Laura Gold <p><u>Poster and Nomination Form</u></p> <p>Committee reviewed the 2017 poster and nomination form and made the following suggestions:</p> <ul style="list-style-type: none">Requested that a picture of the Committee and the winners be taken for next year's poster, noting the picture should be in the right size and format to be used for the poster;Asked Committee to provide a list of photos that it would like taken at the event;Provided Committee Members with copies of the nomination forms and poster. <p><u>Evaluation Criteria</u></p> <p>The Committee discussed the evaluation criteria. The following was discussed:</p> <ul style="list-style-type: none">Should consider the impact the volunteer has had on the Markham community at large;Can only consider volunteer work done in Markham;Should consider the reach of the volunteer work being undertaken;Suggested that founding and chairing an event should be evaluated equally. <p><u>Flag Ceremony</u></p> <ul style="list-style-type: none">Confirmed CHATS will be participating in the flag raising ceremony again this year;	<p>Provide list of photos to be taken at the event - Committee</p>

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	<p><u>Communication Plan</u> The Committee reviewed the Communication Plan prepared by Sara McMillen. The following was suggested/noted:</p> <ul style="list-style-type: none"> • helps document Committee's requests and the amount of staff time required to support the event; • Add "update website" to the plan; • Will ask the photographer to take a larger variety of shots at the event; • Adjust advertising and promotion dates around the nomination submission date; • Add "video" and "booth at the Senior's Luncheon on Canada Day" to the plan. <p><u>Canada Day</u> The Committee will need the following for it booth on Canada Day:</p> <ul style="list-style-type: none"> • 200 regular nomination forms, 200 Chinese nomination forms, and 50 posters; • George George agreed to pick-up and bring the brochures to the event; • Need a blown up poster for the event; • Follow up to see if the video has been created and ensure the video is displayed at the event – Sara McMillen • Find banner for event – Sara McMillen • Check with Candy Fan to ensure the Committee will have a table and chair in the foyer of the hall – Laura Gold • Requested that another meeting be held prior to Canada Day <p><u>Support from the Mayor's Office</u></p> <ul style="list-style-type: none"> • Requested that Laura Gold ask the Mayor's Office for Lorraine Li to be re-assigned to the Committee 	<p>Check with Candy to make sure table and chair will be in foyer – Laura Gold</p> <p>Ask Raj in Lorraine Li can be the Mayor Representative on the Committee – Laura Gold</p>
4. New Business	There was no new business	
5. Next Meeting Date	The next meeting of the Senior's Hall of Fame Award Committee will be held on Monday, June 12, 2017 at 11:00 am.	
6. Adjournment	That the Senior's Hall of Fame Committee adjourned at 12:05 pm	

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