

Senior's Hall of Fame Committee

May 25, 2016

11:00 a.m.

York Room

Attendance

Members: Yash Kapur, Chair, Zavina Kheir, Vice-Chair, Councillor Amanda Collucci, Raj Sethi, Manickampillai Velauthapillai, George George, Javaid Khan, Ardy Reid, and Pearl Mantell

Committee Volunteers: Alice Chau, and Richard-Tu

Staff: Michael Blackburn, Advisor, Marketing and Communication, and Laura Gold, Council/Committee Coordinator

Regrets: Councillor Colin Campbell, and Lorraine Li, Special Assistant to Mayor Frank Scarpitti

Item	Discussion	Action
1. Call to Order	The Senior's Hall of Fame Committee convened at 11:04 am with Yash Kapur presiding as Chair.	
2. Approval of the Minutes	Moved by Pearl Mantell Seconded by Zavina Kheir That the Minutes of the May 4, 2016, Seniors Hall of Fame Awards Committee be approved. Carried	
3. Planning and Undertaking of the 2016 Senior's Hall of Fame Awards	a. Evaluation Form The Committee reviewed the proposed evaluation criteria for reviewing the nominations. The criteria will be used to evaluate the nominations more fairly. This type of grading system is often used by teachers. It was noted that the nomination form will remain the same. The Committee discussed how it should evaluate volunteer experience on the nomination form. Some of the things that should be considered included:	

Item	Discussion	Action
	<ul style="list-style-type: none"> • Number of years the nominee volunteered in Markham • The type of volunteer contribution <p>It was noted that a nominee may make an outstanding volunteer contribution in one year or a nominee could make a significant volunteer contribution over many years.</p> <p>The Committee will continue its review of the evaluation criteria at the next meeting.</p> <p>b. Nomination Form</p> <p>Copies of the 2016 nomination form were circulated to the Committee. It was agreed that for future print outs, the picture on the nomination form will be changed to the 2015 group picture of the award winners rather than the individual picture of the first place winner. It also requested that a picture be taken with the 2017 winners, the Mayor and the Committee at this year's award ceremony and that the picture be placed on next year's nomination form.</p> <p>c. Event Poster/ Flyer</p> <p>The Committee reviewed the event poster/flyer and suggested that the event time and place be added to it. Colour copies of the poster/flyer will be available by the end of the week for pick-up at Information Markham. Both the poster/flyer and the nomination form will be circulated by email to the Committee.</p> <p>d. Canada Day</p>	<p>Change picture on nomination form to group picture – Michael Blackburn</p> <p>Ensure a picture is taken with the 2017 winners, the Mayor, and the Committee at this year's award ceremony so that it can be used on the nomination form next year – Michael Blackburn</p> <p>Email updated version of the nomination form and poster to Committee – Laura Gold</p>

Item	Discussion	Action
	<p>The following Committee Members volunteered to man the booth on Canada Day:</p> <ul style="list-style-type: none"> • Pearl Mantell • Zavina Kheir <p>Additional Committee Member may also volunteer to help with the booth.</p> <p>e. Approaching Groups for Nominations</p> <p>The Committee spoke about the progress it has made with respect to approaching groups for nominations. It was noted that this task must be completed before the end of June. Some of the Committee Members had started reaching out to the groups they were assigned, and others were waiting for the event promotional materials to be completed prior to reaching to the groups.</p> <p>f. Communications</p> <p>Michael Blackburn is in the process of updating the City's website and social media. The video of the Mayor promoting nominations will be added to the website and to the City's social media after June 7, 2016. Posters promoting nominations will also be posted at community centres and libraries.</p> <p>Michael agreed to prepare a tactical document, which will outline the promotion being used to encourage nominations for the Senior's Hall of Fame Awards.</p> <p>The Committee inquired about promoting nominations through the Councillors newsletters. However, the timelines did not work, as the next Councillor newsletter will be issued in the fall.</p>	<p>Prepare a tactical document outlining the promotions encouraging nominations and of the event – Michael Blackburn.</p>

Item	Discussion	Action
	<p>g. Flag Raising</p> <p>The Committee suggested asking Community Housing Assistance to Seniors (CHATS) to participate in the flag raising ceremony, but it wanted to confirm this at the next meeting.</p>	Confirm if CHATS should be asked to participate in the flag raising ceremony at the next meeting - Committee
4. Next Meeting Date	The next meeting of the Senior's Hall of Fame Awards Committee will be held on Wednesday, June 8, 2016, at 11:00 am.	
5. Adjournment	The Senior's Hall of Fame Award Committee adjourned at 12:19 pm	