

Seniors Hall of Fame Awards Committee

June 3, 2015

Mayor's Board Room

Attendance

Members: Councillor Colin Campbell, Gail Leet, Chair, Pearl Mantell, Tony Murphy, Manickampillai Velauthapillai, and Yash Kapur

Staff: Lorraine Li, Special Assistant to Mayor Frank Scarpitti, Emma Girard, Production and Quality Coordinator, Melissa Qi, Assistant to Councillor Amanda Collucci, and Laura Gold, Council/Committee Coordinator

Regrets: Councillor Amanda Collucci, Zavina Kheir, Raj Sethi, Angie Hever and Mary Charbonneau

Item	Discussion	Action Item
1. Call to Order	The Senior's Hall of Fame Award Committee convened at 11:02 a.m. with Gail Leet presiding as Chair.	
2. Minutes	It was requested that a sentence be added under the discussion on the nomination form stating that the form could be translated into other languages upon request. The Committee approved the Minutes of the May 6, 2015 Senior's Hall of Fame Awards Committee as amended.	
3. Business Arising From the Minutes	The Committee reviewed the action items from the previous meeting.	
4. Update on Event Promotional Materials	<u>Video</u> Lorraine Li reported that a date has been set for the Mayor to create the video promoting nominations of seniors for the Mayor's Seniors Hall of Fame Award. The Committee agreed to create the video without captions. <u>CARP</u> After some discussion it was decided that CARP should be invited to the flag raising ceremony being held on October 1 at 6:30 pm prior to the awards ceremony, as it is National Senior's Day and CARP is the national agency representing seniors in Canada. Lorraine Li will contact Carlie Turpin in the Clerk's Office to organize the flag raising ceremony. She will also send an email to CARP inviting them to participate in the flag raising	Organize flag raising ceremony with Clerk's Office – Lorraine Li Invite CARP to flag raising ceremony – Lorraine Li

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	ceremony. <u>Plaque</u> It was suggested that the Chair speak with Dennis Flaherty regarding the possibility of moving the plaques of the past winners of the Mayor's Seniors Hall of Fame Award to a more visible location. <u>Loons</u> Lorraine will ask Michelle for the name of the supplier of the loons. <u>Canada Day Luncheon</u> The Committee will have a booth in the lobby of the Senior's Luncheon on Canada Day to promote senior's nominations. Melissa Qi was requested to look into whether there was a Chinese volunteer who could help man the booth and answer inquiries in Chinese, as there are many Chinese seniors that attend the event. The Committee requested the following logistics for the July 1st Canada Day luncheon: • 1 long table • 3 chairs • Two large posters • 100 English nomination forms • 50 Chinese nomination forms • 1 tablecloth Melissa Qi will provide Emma Girard and Lorraine Li with the confirmed guest list for the Canada Day Senior's Luncheon closer to the day of the event. Corporate Communications will then create placeholders for the Seniors Advisory Committee, the Senior's Hall of Fame	Speak to Dennis Flaherty regarding moving the plaques – Gail Leet Ask Michelle for the name of the supplier of the loons – Lorraine Li Inquire if there is a Chinese volunteer who can help man the Canada Day event – Melissa Qi Organize the logistics for the Canada Day Luncheon – Emma Girard Provide Emma and Lorraine with the confirmed guest list for the Canada Day Luncheon closer to the event – Melissa Qi

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	Awards Committee, and the Senior's Veterans. The placeholders were being created to ensure that nobody sat at the reserved tables for these groups.	Create placeholders for Seniors Advisory Committee, the Senior's Hall of Fame Awards Committee, and the Senior's Veterans for the Canada Luncheon – Emma Girard
5. Next Meeting	The next meeting of the Seniors' Hall of Fame Awards Committee will be held on Wednesday, June 24, 2015 at 11:00 a.m. in the Mayor's Board Room.	
6. Adjournment	The Seniors' Hall of Fame Awards Committee adjourned at 11:55 p.m.	