

Seniors' Hall of Fame Awards Committee
Monday, March 14, 2011
Mayor's Board Room
11:00 a.m.

Attendance:

Ralph, Capocci, Chief of Staff, Dennis, Flaherty, Director of Corporate Communications & Community Relations, Laura, Gold, Committee Clerk, Rose Harrison, Margret Jones, Gail Leet, Tony Murphy, Marjorie Rebane, Raj Sethi, Chair, and Ada Yeung

Item	Discussion	Action Item
1. Opening Remarks	<p>The Seniors' Hall of Fame Awards Committee convened at 11:05 a.m. with Raj Sethi presiding as Chair.</p> <p>Laura Gold, Committee Clerk, will be replacing Judy Kee, as the Clerk's Department Representative. Marjorie Rebane from Corporate Communication & Community Relations will be joining the Committee.</p>	
2. Adoption of the Agenda	<p>It was requested that Food and Beverages at meetings be discussed.</p> <p>It was noted that two (2) new members need to be appointed and invited to the next meeting.</p>	Appointment of two (2) new members.
3. Incidental Expenses: A sum of \$100.00 from the Town	<p><u>Food and Beverages at Meetings</u></p> <p>It was decided that the Town will supply the coffee and that the Committee will supply the muffins. The \$100 provided by the Town will be used to cover the cost of the food and to cover the cost of other incidental expenses the Committee may occur.</p>	
4. Distribution and Reviewing the Nomination Forms for the Year 2011	The Committee reviewed a flyer advertising the event and the nomination form. It was requested that a field asking where applicants/nominees heard about the awards ceremony be added to the nomination form.	Add field asking where they heard about the awards ceremony to the nomination form.

<p>5. Distribution and Reviewing of the Nomination Forms for Year 2011</p>	<p>It was suggested that the Seniors' Hall of Fame Awards will be advertised as follows:</p> <ol style="list-style-type: none"> 1. In Markham Life (goes to 80,000 households); 2. Through registered Rate Payers Associations in Markham; 3. Through Town Boards and Committees; 4. On the Town page In the <u>Markham Economist & Sun</u> and <u>Thornhill Liberal</u> (3 or 4 times); 5. Through a media release launching the nomination process; 6. On the Town's website; 7. At the Seniors' Canada Day Lunch (2012 Seniors' Hall of Fame Awards); 8. In <u>Snap</u> magazine/newspaper through the Mayor's monthly Message (preferably in April rather than May issue); 9. A two (2) minute interview on ATN community message board with the Mayor, Chandler Shekhar and the Chair will try to be arranged; 10. Places of worship (e.g. churches, temples, and mosques). <p>It was noted that the website will need to be updated to include the new nomination form. It was agreed that the poster advertising the event should be 8 ½ by 11, as space can sometimes be an issue with a larger poster size. It was request that 160 posters be printed. The posters will be given to the committee members to distribute and the remaining posters will be placed at libraries and community centres (note: each member will be provided with 10 posters and Gail will receive 50 posters to place at the seniors' centres). The Committee Clerk was requested to email the Committee the revised nomination form.</p>	<p>Print 160 posters – Communications/Committee Clerk</p> <p>Email nomination form to Committee – Committee Clerk</p>
<p>6. Criteria and Procedure for Selection of HOFA Winners</p>	<p>It was noted that strong past applicants should reapply and that work done in course of employment should not be considered when evaluating nominees. Nominations will be reviewed by the information provided on the nomination form in order to ensure a fair and equitable selection process. There were approximately twenty two (22) applications submitted last year. It was agreed that a grace period should be allowed when there are extenuating circumstances. The Committee will base its decision to accept a mailed application received passed the submission deadline based on its postal mark.</p>	
<p>7. Other Business</p>	<p>The launch of the nomination process will be launched through a media release.</p>	

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	The Chair requested that the Committee work hard to get nominations, as the event is only 3 months away.	
8. Next Meeting	The next meeting of the Seniors' Hall of Fame Awards Committee will be held on March 30, 2011 at 11:00 a.m.	
9. Adjournment	The Seniors' Hall of Fame Awards Committee Adjourned at 12:25 p.m.	