

Seniors Hall of Fame Awards Committee

July 17, 2013

Mayor's Board Room

Attendance: Gail Leet, Chair, Councillor Howard Shore, Mary Charbonneau, Jim Dornan , Jaswant Dhanjal, Emma Girard, Production & Quality Coordinator Tony Murphy, Ada Yeung and Laura Gold, Committee Clerk.

Regrets: Regional Councillor Gordon Landon , Councillor Alan Ho, Angie Hever, Zevina Kheir, Pearl Mantell, Laurie Rose, Chief of Staff, Raj Sethi, Angela Vink, Manager of Portal & Communication Services and Manickampillai Velauthapillai

Item	Discussion	Action Item
1. Call to Order	The Senior's Hall of Fame Award Committee convened at 11:03 a.m. with Gail Leet presiding as Chair.	
2. Approval of Minutes	<p>Moved by Ada Yeung Seconded by Mary Charbonneau</p> <p>That the June 20, 2013 Senior's Hall of Fame Awards Committee Minutes be approved as presented.</p> <p align="right">CARRIED</p>	
3. Business Arising from Minutes	<p><u>Business Card Promoting Seniors Hall of Fame Event</u></p> <p>The final version of the business card promoting the Seniors Hall of Fame Awards was reviewed by the Committee. The following edits were suggested:</p> <ul style="list-style-type: none"> • Include nomination submission deadline on card; • Add the word "volunteer contribution"; • Include pick up nomination form at a City facility on the front of the card. <p>Since the business cards promoting the Senior's Hall of Fame Awards were not ready on time for the Canada Day Seniors' Luncheon they will now be used to promote the Senior's Hall of Fame Awards at other Markham events and they will be given to the Committee and to Members of Council to handout. Emma Girard will arrange for the business cards to be placed at Information Markham for the Committee to pick up and will circulate the business cards to Mayor and Members of Council.</p>	<p>Provide Mayor and Members of Council with business cards promoting the awards - Emma Girard</p> <p>Place business cards at Information Markham for the Members to pick up and provide the Councillors with business cards – Emma Girard</p>

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<p>4. Event Promotional Material</p>	<p>The following was discussed:</p> <p><u>Video</u> The video promoting the Seniors' Awards has been completed and was viewed at the Canada Day Seniors' Luncheon. The video has been placed on the City's website and on most of the Councillors websites. The Committee Members were requested to add the video to the tagline of their email.</p> <p><u>Website</u> The Committee requested that the information on the Senior's Hall of Fame Awards ceremony be put in a more prominent location on the website. Emma Girard would look into this request and report back at the next meeting.</p> <p>It was questioned whether the web address for the Seniors' Hall of Fame Awards webpage could be shortened so that it could be included on promotional materials. Emma Girard did not think this was possible, but would investigate this opportunity.</p> <p><u>Canada Day Seniors Luncheon</u> Tony and Ada manned the booth at the Canada Day Seniors' Luncheon promoting the Senior's Hall of Fame Awards. They handed out promotional material and reached out to the Chinese Community about the awards ceremony. It was suggested that the booth be located inside the banquet hall rather than outside of the banquet hall in the future.</p> <p>The Committee will bring its feedback regarding the Canada Day Seniors Luncheon to the attention of Councillor Moretti.</p> <p>The Committee requested that staff locate the large posters and the banner used at the Canada Day Seniors Luncheon so that they can be used to promote the awards ceremony at another event.</p> <p><u>Cultural List</u> Councillor Shore will follow up with the Mayor regarding circulating the Senior's Hall of Fame Awards to the Mayor's Office list of cultural organizations.</p>	<p>See if the webpage promoting the event can be put in a more prominent location on the website – Emma Girard</p> <p>See of the weblink for the webpage can be shortened – Emma Girard</p> <p>Provide Councillor Moretti with feedback regarding the Seniors' Luncheon – Gail Leet</p> <p>Locate banner and poster displayed at luncheon – Emma Girard</p> <p>Follow up with the Mayor regarding promoting the event to the Mayor's Office list of cultural organizations - Councillor Shore</p>

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	<p><u>Ratepayers Associations</u> Councillor Shore will forward the information regarding the Senior's Hall of Fame Awards to the Ratepayers Associations.</p> <p><u>Markham Events</u> The Committee discussed having a booth manned by Committee Members promoting the Seniors' Hall of Fame Awards Ceremony at other Markham events such as the RBC Markham-Milliken Children's Festival.</p>	<p>Forward information regarding the awards ceremony to the Ratepayers – Councillor Shore</p>
<p>5. Discussion on Obtaining Nominations</p>	<p>The Committee Clerk reported that three nominations have been received to date. The Committee was encouraged to work actively at getting nominations for the event.</p> <p>The Committee agreed to the following schedule for the receiving and judging of nominations:</p> <ul style="list-style-type: none"> • Committee Members pick up nominations - September 17, 2013 at 4:30 p.m. • Judging of Nominations - September 20, 2013 at 9:30 a.m. 	
<p>6. Other Business</p>	<p>A suggestion was made put the plaques with the name of the Seniors' Hall of Fame Award winners in a more visible location. The plaques are currently hung outside of the Council Chamber.</p>	
<p>7. Next Meeting</p>	<p>The next meeting of the Seniors' Hall of Fame Committee will be held on Wednesday, August 14, 2013 in the Mayor's Board Room at 11:00 a.m.</p>	
<p>8. Adjournment</p>	<p>The Seniors' Hall of Fame Awards Committee adjourned at 12:15 p.m.</p>	