

Seniors Hall of Fame Awards Committee
April 10, 2013
Mayor's Board Room

Attendance: Gail Leet, Chair, Councillor Howard Shore, Regional Councillor Gordon Landon, Councillor Alan Ho, Mary Charbonneau, Angie Hever, Zevina Kheir, Pearl Mantell,, Tony Murphy, Manickampillai Velauthapillai, Laura Gold, Committee Clerk.

Regrets: Jim Dornan , Jaswant Dhanjal, Laurie Rose, Raj Sethi and Ada Yeung

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. Introductions	The Committee Members introduced themselves.	
3. Business Arising From the Minutes	a. Date of Seniors Hall of Fame Awards Committee The Committee hoped to hold the Seniors' Hall of Fame awards ceremony on October 1, 2013, as this is National Seniors' Day. The event could be held from 5:00 p.m. to 7:00 p.m. with refreshments being served from 7:00 p.m. to 7:30 p.m. Laurie Rose confirmed this date later on in the meeting.	
4. Approval of Minutes	Moved by Angie Hever Seconded by Manickampillai Velauthapillai That the March 6, 2013 Senior's Hall of Fame Awards Committee Minutes be approved as presented. CARRIED	
5. Event Promotional Material	The following was discussed: <u>Nomination Form and Poster</u> The nomination form and poster will be finalized now that the date for the event has been confirmed. Additionally, the missing high resolution version of the picture to be included on the poster has been found. A tentative nomination submission deadline was set for September 17, 2013. The Clerk will confirm if this date provides for enough time to judge the nominations and to provide notice to the winners. Councillor Alan Ho agreed to translate the 2013 nomination form to Chinese.	Confirm nomination submission deadline – Laura Gold Translate nomination form to Chinese – Councillor

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	<u>Promotion of Event</u> The event will be promoted through the following channels: electronic message boards; the City Page; a press release; a page in Markham Life; the Mayor's message in Snap Magazine, the Councillors newsletters and websites, Markham's website, the social media, through cultural organizations, at community centres and libraries and through Markham's Seniors Clubs. Councillor Howard Shore will prepare a message to be included in the Councillors newsletters or on their websites. The committee will have the opportunity to review the message prior to it being circulated to Mayor and Members of Council. Corporate Communications will video tape the Mayor interviewing Tony Murphy regarding the awards ceremony. This video should be completed by July 1, 2013. It was suggested that the winner from last year's awards ceremony be interviewed on video too. Corporate Communications will confirm if it is possible to create these videos and report back at the next meeting. It was suggested that the videos could possibly be placed on YouTube. The Committee Clerk was requested to look for the Senior's Hall of Fame banner. Tony Murphy agreed to write an article for Markham Review. The kick off for the event will be held on July 1, 2013 on Canada Day. Promotional material will be circulated at the Canada Day Senior's luncheon. The Committee also agreed to have a booth at the event to promote the awards ceremony. Tony Murphy agreed to man the booth at the event. Gail Leet will discuss this possibility with Councillor Moretti. It was also recommend that the Committee have a booth on September 8, 2013 at the Children's Festival. It was noted that September 8 is also Grandparents Day and that many families attend the Children's Festival. The event could also possibly be promoted through the schools. Corporate Communications will look into the possibilities of distributing the information through the schools. The Chair advised that 22 quality nominations were obtained in 2012. The target number of	Alan Ho Prepare a message for the Councillors newsletters and websites for the Committees feedback - Councillor Howard Shore Confirm if videos can be created – Corporate Communications Write article for Markham Review – Tony Murphy Ask Councillor Moretti about promoting the event at the Canada Day Senior's luncheon – Gail Leet Man booth at Seniors luncheon on Canada Day – Tony Murphy
6. Discussion on		

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Obtaining Nominations	nominations for this year was 50 nominations. All committee members must help bring in nominations.	
7. Other Business	There was no other business.	
8. Next Meeting	The next meeting of the Seniors' Hall of Fame Committee will be held on Wednesday, May 15, 2013 in the Mayor's Board Room at 11:00 a.m.	
9. Adjournment	The Seniors' Hall of Fame Awards Committee Adjourned at 11:55 p.m.	