



REPORT 8
(1215/12/IM)

TAWA COMMUNITY CIVIC AWARDS - PROGRESS TO DATE

A progress report from the Tawa Community Board Civic Awards organising group is attached as Appendix 1.

It is recommended that the Tawa Community Board:

1. *Receive the information.*

TAWA COMMUNITY CIVIC AWARDS 2012

Report 7.6.12

MEETINGS IN MAY:

A “working group get-together” took place for around 90 minutes on Wednesday 9 May with Malcolm Sparrow, Ngaire Best and Robert Tredger in attendance.

A “working group get-together” took place for around 50 minutes on Monday 21 May with Malcolm Sparrow, Ngaire Best, Robert Tredger and Margaret Lucas in attendance.

THE AWARDS CEREMONY will be held on Friday 22 June with the Mayor of Wellington, Celia Wade-Brown, presenting the awards.

THE JUDGING PANEL will be comprised of two members of the community and three community board representatives. They meet this evening, 7 June.

WHERE WE'RE AT SO FAR:

Approximate costs:

Printing 5000 full colour, two-sided A4 nomination forms (similar to previously), revamping previous look	1200
Distribution of nomination forms	310
Photography including printed photo for each nominee	400
Designing, printing and posting invitations	600
Certificates (60-65) + 6 frames	400
Prizes (five engraved parker pens) + one \$80 book vouc	330
Catering	300
Miscellaneous, include \$50 gift for soloist	210
TOTAL	3750

We have budgeted up to \$4000 for the whole occasion.

The community centre hall (A3) is booked, plus chairs for approx 120 people.

Mayor booked	- yes
Photographer booked	- yes
Sound system booked	- yes (haven't budgeted for a cost)
Prizes	- under control
Refreshments	- under control
Entertainment - soloist from Tawa College booked	

ROTARY CLUB OF TAWA AWARD:

The community board agreed at an earlier stage to allow a seventh category as follows:

Tawa Rotary Young Employee Award (17-24 years)

Displaying energy and enthusiasm in undertaking workforce responsibilities.

Full details including the criteria have been made available at www.tawalink.com/tcca_rotaryaward.html

Tawa Rotary are funding this award. Their own judging panel will decide their winner.

NOMINATIONS RECEIVED:

As at Monday 20 May we had received nominations for only 9 different individuals/ groups – 5 for the Rotary award and 4 for the remainder. Slightly worrying!

By the end of Thursday 24 May we had received a total of 24 nominations – 9 for the Rotary award and 15 for the remainder. Still not nearly enough. At the minimum we wanted to see 30 for the general categories.

On Friday 25 May (closeoff date) another 15 nominations were put into the “box” at the library and a number were received online. A few more came in over the weekend. We allowed 2 to 3 days “grace”, with the final cutoff point being Monday 28 May.

All up, we received ‘eligible’ nominations for 52 different individuals/groups, plus 11 for the Rotary award, a grand total of 63.

In the week before closeoff Malcolm visited all of the schools and several of the local churches to encourage them to put in nominations. Emails were sent to the local kindergartens and a few phone calls were made. That was followed by a ‘plea’ in the community eNewsletter for more nominations. In the end the response exceeded our expectations!

INVITATIONS:

On Wednesday 6 June invitations were posted as follows:

- a coloured DL-size card with an accompanying letter to each ‘general’ nominee
- a coloured DL-size card (specifically geared to Rotary nominees) with an accompanying ‘Rotary-oriented’ letter to each of the 11 Rotary nominees
- a letter to each ‘general’ nominator inviting them to the ceremony
- a letter to the employer of each Rotary nominee inviting them to the ceremony

The invitations (hopefully most of them) arrived in the mail the following day. Next time around it might pay to look at mailing them out a few days earlier.

Invitations have yet to be sent to community board members, councillors, etc.

TASKS YET TO BE CARRIED OUT:

Malcolm:

Certificates to be completed. The design work is already under way.
Summaries of nominees to be printed out. The wording is pretty much finalised.
Programme to be finalised for on the night.

Ngairé:

Sorting out frames for six A4 winners.
Sorting out coffee and tea.
Checking on sound system.

Margaret:

Sorting out prizes.
Sorting out food.
Liaising with soloist.