



Hamilton

MINUTES

Hamilton Youth Advisory Committee

Tuesday April 17th, 2012

Lister Block Building, 28 James Street North, 4th Flr.

Hamilton ON, L8P 4Y5

5:00 –7:00 p.m.

Present: Co-Chairs: Alex Fiorello, Fabian Ahmed,
Members: Fan Yang, Michelle Leach, Michael Pratas, Mikayla Zolis, Alex Ramirez, Don Mahleka

Absent with Regrets: Councillor Jackson, David Boruch, Lauren Hansen,

Also Present: René Reid, Mark Weingartner, Ahmad Ahmad

1. CHANGES TO THE AGENDA

Item 5.1 was changed to add an item about HYAC attendance. All other items followed in order of priority as identified by the group.

2. DECLARATIONS OF INTEREST

None

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 No revisions were required by those in attendance. Minutes from March 2012 were approved.

(Yang/Leach)

4. PRESENTATIONS

4.1 No presentations were made will resume at our May 15th meeting following Youth Week Hamilton.

5. DISCUSSION ITEMS – Youth Week Hamilton Kick-off Event April 30th

5.1 Attendance item: Julie Ling Ma has been absent for 3 consecutive HYAC meetings due to competing priorities. The committee agreed that Julie should be sent a letter to confirm she is still able to be a member of the committee and that HYAC is still a good fit for her. A reminder to all was

made that the process for appointing new members to the committee has been given in hardcopy and in meeting minutes distributed electronically. The process is again included in the appendix to these meeting minutes.

5.2 Youth Week Hamilton Kick-off April 30: A map of the forecourt of City Hall, an updated Kick-off event agenda draft, and a day of responsibilities check-list was provided to the committee for review.

5.3 Agenda Items 5.2 through 5.4 & 5.6 (BBQ, Entertainment, promotional items, media release updates) were covered while reviewing item 5.8 (Event Logistics: Assignment of specific tasks for the day of the event).

Still waiting to hear from Cardinal Newman students regarding Jazz Band performance. Michael to confirm Wednesday.

The committee agreed on the following honourariums:

Josh Court: Defining Movement Dance	50.00
Joshua Taylor: Defining Movement Dance	50.00
Virgiliu Pinzaru - DJ	50.00

The other major expenses for the Youth Week Kick-off are:

Josh Hilchey - Keynote Speaker	300.00
McMaster Marching Band	500.00
BBQ Catering (for 200)	1,000.00
Give away back-packs	500.00

YWH Media Release: Mark has written and submitted the media release to the communications department. Once approved, it will be distributed to our community media contacts.

Promo Items: Shoestring backpacks/bags were ordered and should arrive shortly. Public Works is also donating 100 water bottles. Everyone is encouraged to ask their contacts if they want to include any promo items in the bags.

5.5 Poster Distribution: Posters are currently being distributed electronically and in hard copy to a vast variety of locations across the City. Some concerns were raised about being more eco-friendly in the future. Social media advertising of YWH is getting underway by Fan and Michelle.

5.7 Opening remarks runthrough – deferred. Lauren has indicated she is not interested in delivering the Opening Remarks. Michelle may be available, but Fabian should be prepared to deliver the opening remarks solo. A basic script with key points/messages will be provided.

5.8 Event Logistics: Assignment of specific tasks for the day of the event: Everyone looked over the checklist and suggested minor adjustments. René to send out final copy.

6. GENERAL INFORMATION & OTHER BUSINESS

- Fabian Ahmed announced his upcoming resignation from HYAC May 10th. Fabian is graduating from university, will travel for a few months and then move to Toronto to work. The committee wished Fabian all the best and urged him to keep in touch. Fabian urged the committee to review the committee's current structure and to revisit the Terms of Reference to ensure a productive and meaningful committee experience. (this item was discussed at the beginning of the meeting)
- Alex Ramirez informed the committee that area food banks are desperately low on baby food/formula. As a committee, we may want to look at some sort of food drive in the future. As individuals we are encouraged to donate ourselves or organize a food drive at school/work if possible to assist with this serious community need.
- Committee decided to meet next Wednesday April 25 @ 4:30pm (Same place) to go over any last minute items.

7. ADJOURNMENT

That, there being no further business, the meeting was adjourned at 6:40p.m.

(Zolis/Pratas)

Appendix

The Volunteer Recruitment Process:

- Near the end of each term of Council (or at the very beginning of the new term, whichever time allows) an advertisement is placed in the Hamilton Spectator, local area newspapers, libraries, schools, the City's web site, etc. advising that the City is looking for citizens to participate on its various volunteer committees.
- At that time, existing members of the volunteer committees are also required to re-apply to for a continued position on the committee, should they wish to do participate for another term.
- Once the application deadline has passed, the applications are presented to the Interview Sub-committee (to the appropriate Standing Committee), which consists of members of Council. The Committee may choose to short-list and/or interview the applicants.
- Upon final approval, of the Interview Sub-committee's recommendations, by Council the newly appointed members are notified in writing by the Clerk's Office. The appointment begins upon Council's approval and continues until the end of that Council term or until such time as successors are appointed by Council. Often, the existing members are required to stay on for a few extra months, should the recruitment process take longer than anticipated.
- Should a member resign, prior to the end of the term, and a new member(s) be required, the Clerk's Office is notified by the Staff Liaison, and the Clerk's Office arranges for the recruitment and appointment of new members.
- Applicants who were not appointed during the first round, will be asked to attend a second interview if they are still interested in participating for the balance of the term. As well, an advertisement may be placed if there are not enough original applicants (who were not previously appointed) who are interested and/or qualified to fill the positions. A combination of former applicants and new applicants may also be utilized to appropriately fill the empty positions.
- From that point, the Legislative Coordinator would arrange for the interviews and the Council approved appointments of the new members, and the above process begins again.