

HMHC Education and Communication Working Group

Meeting Notes

Wednesday August 14th, 2019 (6:00pm)

Hamilton City Hall, Room 222

Present: Alissa Dehnam-Robinson (Chair), Janice Brown, Chuck Dimitry, Kathy Stacey, Tim Ritchie, Graham Carroll

Regrets: Robin McKee

Also present: N/a

RECOMMENDATIONS:

1. HMHC Participation in the Flamborough Archives & Heritage Society's 29th Annual Fall Book Fair

As an opportunity for public outreach, education and community engagement, that the Hamilton Municipal Heritage Committee participate as an exhibitor in the upcoming Flamborough Archives & Heritage Society's 29th Annual Fall Book Fair taking place on Saturday October 19, 2019 in Fellowship Hall at St. James United Church, 306 Parkside Drive, Waterdown, and that an exhibitor table (6 ft. length) be reserved for the cost of \$25 (paid for through the appropriate budget).

Post meeting note: Due to the timing of the event, this recommendation was forwarded for review at the August 21st, 2019 meeting of HMHC.

1. Previous Meeting Notes

Approved as amended. (T.Richie / J.Brown)

2. Publications & Print Projects:

1. Word Search Puzzles

- a. The Working Group reviewed and discussed Word Search Puzzles prepared by C.Dimitry including:

- Hamilton's Historic Streets (18x18 blocks)
- Hamilton's Beautiful Parks (18x18 blocks)
- Hamilton's Famous Waterfalls (18x18 blocks)

- b. The following comments were discussed:

- i. Through initial text searches there does not appear to be errors, mistakes or poor language. Testing to continue.

- ii. Consider the visual appearance (size of letters, spacing of blocks, etc.) to make sure it is user-friendly;
 - iii. Look at user groups (target audiences) to create puzzles that are user-friendly for example, seniors (16x16 blocks), children (use a 12x12 block), adults (use a 18x18 block), etc.;
 - iv. Group to review and decide on common header, footer, logos and graphics;
 - v. Future Distribution could be in booklet or as individual pages. Individual pages will make good handouts;
 - vi. Average puzzles require a list of 50-100 source words. C.Dimitry to ask for volunteers if he needs help with word lists;
 - vii. Some puzzles may have a bonus game using the left-over letters;
- a. Puzzles in Progress:
 - i. Hamilton Mayors (16x16 block puzzle)
 - ii. Waterdown & Flamborough (In preparation for the Book Fair)
 - b. Potential Future Puzzle Themes:
 - i. Schools
 - ii. Churches
 - iii. Cultural Heritage Landscapes and Parks
 - iv. Designated Buildings
 - v. Lost Buildings

3. Public Outreach and Events

- 1. Flamborough Archives & Heritage Society Book Fair – Review of Opportunity
Saturday October 19, 2019 at St. James United Church, 306 Parkside Drive, Waterdown (9:30am – 2:30pm) Table set up at 8:15am.
Cost: \$25 for 6-foot table or \$15 for 4-table
 - a. As an opportunity for public outreach, education and community engagement, the Working Group recommended that the Hamilton Municipal Heritage Committee participate as an exhibitor in the upcoming Flamborough Archives & Heritage Society's 29th Annual Fall Book Fair taking place on Saturday October 19, 2019 in Fellowship Hall at St. James United Church, 306 Parkside Drive, Waterdown, and that an exhibitor table (6 ft. length) be reserved for the cost of \$25 (paid for through the appropriate budget). (J.Brown / G.Carroll)
 - b. Due to the timing of the event, this recommendation should be forwarded for review at the August 21st, 2019 meeting of HMHC.
 - c. If approved; A.Denham-Robinson to coordinate with Heritage Planning Staff to complete the registration paperwork.

- d. J.Brown volunteered for the morning (2-3 hrs). Other volunteers to confirm.
2. HMHC Heritage Recognition Awards Celebration 2019-20 - Review of Draft Project Plan (J.Brown)
- a. J.Brown provided an overview of the Draft Project Plan prepared for the HMHC Heritage Awards Celebration. This is a work in progress. Working Group to review and provide in-put.
 - b. A.Denham-Robinson to provide the approved Awards Criteria to J.Brown for reference.
 - c. J.Brown to send the template to G.Carroll to assist with formatting.
 - d. In review a potential 2020 Awards event the group discussed some of the event details including date and possible locations.
 - e. Further discussion to take place at our September Working Group Meeting.
3. Heritage Workshop - Review of Draft Project Proposal (J.Brown)
- a. J.Brown introduced an idea for a free workshop that could be offered to the public to promote HMHC and heritage.
 - b. Topic: Heritage Windows and Doors presented by Alan Stacey.
 - c. Date: To be determined.
 - d. Time: To be determined (evening).
 - e. Venues: To be determined. J.Brown and other Working Group members to look at locations. Alan Stacey to also look for possible sites (ex. Cotton Factory)
 - f. Food & Refreshments: To be determined
 - g. Staff to provide in-put into sponsorship, budgets, advertising, invitation and RSVP's.
 - h. Further discussion to work through the details of a potential event to take place at our September Working Group Meeting.
4. Places of Worship Community Engagement Event – No update at this time

4. Administration:

1. Budget

- a. Staff to review at an upcoming meeting of HMHC (Fall 2019)

2. Selection of Working Group Chair / Vice-Chair / Co-Chair / Secretary

- a. Due to the time commitments of other members, the Working Group recommended Alissa Denham-Robinson to act as Chair of the Education & Communication Working Group. (J.Brown / K.Stacey)

5. New Business:

- 6. Next Meeting:** Wednesday September 4th, 2019 (6pm – 8pm)
Hamilton City Hall Rm. 222