

## HMHC Education and Communication Working Group

### Meeting Notes

Wednesday February 5<sup>th</sup>, 2020 (6:00pm)  
Hamilton City Hall, Room 222

**Present:** Alissa Denham-Robinson (Chair), Janice Brown, Robin McKee, Graham Carroll, Kathy Stacey,

**Regrets:** Tim Ritchie, Chuck Dimitry

**Also present:** N/a

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#### RECOMMENDATIONS:

N/A

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#### 1. Previous Meeting Notes

Approved by general consensus, the notes prepared by Chair A.Denham-Robinson.

#### 2. Publications & Print Projects:

##### 1. Word Search Puzzles (Project On-going)

- a. To prepare for the upcoming Hamilton Heritage Day event, the group requested 75 copies of puzzles (double sided). C.Dimitry to provide A.Denham-Robinson with the finalized puzzle file in pdf.

##### 2. Heritage Colouring Pages – Volume 2 (Project On-going)

- a. J. Brown presented the draft artwork by Vivian, a student from Bernie Custis Secondary School – Theme: Westinghouse HQ. Members were very impressed with the student work and would like to move forward to use this to create a colouring page with descriptive text.
- b. The Working Group suggested the next artwork be the Peace Memorial Arch. J.Brown to coordinate.
- c. Future student artworks could include heritage Places of Education (ex. Delta, Cathedral Boys, etc.) and Jimmy Thompson Pool.

### 3. Public Outreach and Events:

#### 1. "Preserving Hamilton's Built Heritage" Workshop - Review of Draft Project Proposal (J.Brown)

- a. Topic: Heritage Conservation Practices presented by Alan Stacey.
- b. Date: Heritage Week 2020. Wednesday February 19, 2020
- c. Time: Doors Open at 6:30pm (Agenda to be confirmed)
- d. Venue: (K.Stacey) Westinghouse HQ. J.Brown A.Denham-Robinson and K.Stacey visited the site to coordinate set-up.
- e. Rentals: Chair and tables are not provided by the Venue.
  - i. A.Denham-Robinson and K.Stacey to coordinate rental and delivery of chairs. Number to be confirmed.
  - ii. A.Denham-Robinson to coordinate 6ft. rectangular tables to be borrowed for the event. A.Stacey to assist with pick-up, set-up and return.
- f. Registration: J.Brown has set the goal at 125. Available tickets have been increased to 150. EventBrite page to be monitored. Current ticket requests at 140, with 995 event views.
- g. Food & Refreshments: J.Brown confirmed Durand coffee, providing coffee and squares at-cost (\$115) – Durand to deliver. Tea station to be provided by A.Denham-Robinson.
- h. Set-up: Volunteers to meet at 5:00pm prior to event for set-up.
- i. Volunteers: List of assigned locations and responsibilities to be coordinated and issued to all.
- j. Vendor Tables: Accommodations to be provided for HMHC, Doors Open Hamilton, Local ACO and Hamilton Culture Dept. (Inventory Review)
- k. Evening Program: Working Group reviewed the Agenda along with timing of segments, Q&A, etc.

#### 2. "City of Hamilton Heritage Day Event"

- a. Date: Saturday February 22<sup>nd</sup>, 2020
- b. Venue: Hamilton City Hall

- c. Volunteers to arrive at 9:00am (J.Brown, G.Carroll, K.Stacey, A.Denham-Robinson)
- d. Group to prepare printed materials for display (puzzles, colouring sheets, handouts, etc.)

**3. HMHC Heritage Recognition Awards Celebration 2019-20**

- a. Date: Thursday June 18<sup>th</sup>, 2020 (Doors Open at 6:30pm)
- b. Venue: Stoney Creek Municipal Centre (Former City Hall)
- c. Set-up: Volunteers will be required for set-up; 2 hrs prior to event.
- d. J.Brown provided an overview of a Revised Draft Project Plan prepared for the HMHC Heritage Awards Celebration. Working Group to review and continue to provide in-put.

**4. Policy & Administration:**

N/a

**5. New Business:**

**1. HMHC Marketing Strategy**

- a. J.Brown provided a suggested Marketing Strategy for HMHC, including template advertisement / sample.

**6. Next Meeting:** Wed. March 4<sup>th</sup>, 2020 (6pm – 8pm)  
Hamilton City Hall Rm. 222