

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, January 15, 2024, at 2:00 p.m.**

PRESENT:

Cindy Malinowski, R.J. Haney Heritage & Museum
Pat Kassa, R.J. Haney Heritage & Museum
Mary Landers
Terry Johnston
Councillor David Gonella, Chair
Morgan Paiement, City of Salmon Arm (Staff non-voting)

ABSENT:

Deborah Chapman, R.J. Haney Heritage & Museum
Linda Painchaud

The meeting was called to order at 2:04 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. Approval / changes / additions to Agenda

Moved: Mary Landers

Seconded: Pat Kassa

THAT: the Agenda for the January 15, 2024, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of December 4, 2023, Community Heritage Commission Meeting

Moved: Cindy Malinowski

Seconded: Mary Landers

THAT: the minutes of the Community Heritage Commission Meeting of December 4, 2023, be approved.

CARRIED UNANIMOUSLY

5. Old Business from Minutes

a) Municipal Heritage Grant Program

Deferred to next meeting. Pat will call the City of Armstrong to inquire about their heritage grant program.

b) Historic Route Signs

Deferred to next meeting.

c) Heritage Conservation Awards

The group discussed the logistics of the event. Tasks were assigned as per the attached list.

Moved: Terry Johnston

Seconded: Pat Kassa

THAT: The proposed budget of \$330.50 be approved for materials for the Heritage Conservation Awards Reception subject to that amount being in the Community Heritage Commission reserve.

6. New Business

a) Heritage Week

- o Confirmed dates: February 19th to 24th, 2024.
- o Displays in the mall Thursday, Friday, and Saturday.
- o Static display, stories about historic routes and/or houses, old and new photo comparisons, Pat will work on this.
- o Option to do something interactive at the Library at a specific time, power point/stories.

7. Other Business &/or Roundtable Updates

None noted.

8. Next Meeting

Monday, February 5, 2024, at 2:00 p.m.

9. Adjournment

Moved: Terry Johnston

Seconded: Cindy Malinowski

THAT: the Community Heritage Commission Meeting of January 15, 2024, adjourn at 2:48 p.m.

CARRIED UNANIMOUSLY

"D. GONELLA"

David Gonella, Chair

RECEPTION AND AWARDS PRESENTATION FOR AWARDS 2024

1. Hold BEFORE Council meeting in Room 100 – then present awards at start of Council Meeting YES
2. Cater food/ Bake? – few plates of sweets only- even smaller than last year
3. Coffee/ TEA – we make?
4. Simpler smaller set up than last time (we had a lot of leftover food) but use “old plates etc” – Mary? Cindy? Linda? to provide

HERITAGE AWARDS RECEPTION 2024 DETAILS

INVITATIONS:

1. Send invitations to past recipients (City Staff) and media (Pat)
2. Ensure that City Council and Staff know they are invited (City Staff)
3. Plan for max 15-20 people realizing that some or many may decline

SET UP – *Linda/Mary/Patti/Cindy*

1. Linens – ***Mary and Linda***
2. Napkins – ***Mary***
3. Centrepiece flowers – **Buy a couple of bouquets – Cindy Vases?**
4. Cups and Saucers – ***Mary and Linda***
5. Small plates – ***Cindy, Linda, Mary***
6. Platters – ***Cindy***
7. Cutlery – ***Cindy***
8. Teapots/Cream and Sugar bowls – ***Linda (Mary cr/sug and tongs)***

COFFEE/ TEAS/ CREAM/MILK/SUGAR- Patti buys all?

1. Coffee Urn – ***Mary?***
2. Hot Water for tea – ***Linda/Cindy – OHS?***

FOOD - Desserts

1. Order – ***Mary Orders? – tent \$25. Ish from Askews for 15 people***

AWARDS PRESENTATIONS

Intro -

Salmar -

Bennetts -

Lois McLeod -

PROPOSED BUDGET

Item	Cost
Awards Framing	\$235.50
Flowers	\$40.00
Askew's Sweet Tray	\$35.00
Coffee/Cream/Sugar	\$20.00
TOTAL	\$330.50

DETAILED TASKS

Task	Assigned
Send letters to award recipients	City Staff
Add presentation of awards to Council Meeting Agenda for Monday February 26 th at 7:00 pm	City Staff
Make room arrangements for the awards reception on Monday February 26 th at 6:30 pm with time before to set up	City Staff
Order desserts	Mary
Make award certificates based on template from last year	City Staff (send to Pat when completed)
Deliver award certificates to Terry for framing	Pat
Prepare information for the display boards	Pat
Send invitations for the awards reception to previous award recipients	City Staff
Contact media	Pat
Invite Mayor and Council to the reception	Councillor Gonella
Determine alternates if someone declines or does not respond by the deadline	Group at next meeting
Present the awards at the Council Meeting	<i>Decide at next meeting</i>
Check the current balance of the CHC reserve	City Staff