



MAP INFORMATION WORKING GROUP

MINUTES OF THE MEETING: Friday March 15th, 2019 1pm

at MOSAIC: 5575 Boundary Road, Vancouver, Classroom 1

Present:

Jenny Moss – MAP

Katherine Griffin – MOSAIC

Paige – MAP (event assistant)

Richard Belcham - Inasmuch

Mélodie Honen-Delmar – MAP

Regrets: Kiana

Chair: Richard Belcham (inasmuch)

- Welcome and introductions from Richard
Discussion with Paige to try to arrange to get the brochures before the event.
- Outline and approval of Agenda: Approved
- Minutes from March 1st meeting: approved

IWG Recommendations to go forward to MAP report to MJTT – Jenny/Richard/Katherine

Richard: MAP is producing a report with a housing lens to MJTT and as part of that report there are policy recommendations. In their report, Pomegranate has submitted 2 sections:

- advocacy (that IWG recognizes as Public Education)
- building capacity within MAP.

The members agreed to collaboratively edit the proposed public education draft sent by Jenny

This submission was discussed and edited by the members present so that it better fits MAP's mandate.

The group also discussed the role of a **social media campaign** in order to increase public education. **Richard** suggested that as part of the media promotion, there could be a post with a statement that most people agree with - and when they click on it, it will show the real facts. With this method, one problem is what is the result if viewers do not click? **Katherine** added that if we anticipate an increased funding for IWG after March 31st this could be a possibility.

Starting Over Event Planning – Quick updates

- **Update from UFV – Michelle**

Jenny reported: Michelle is happy to take on other tasks. We have an elder confirmed for the event and she is not costly, as she will be happy with flowers and chocolates.

Jenny suggested we need all the speakers' names written on a common spread sheet and learn how to pronounce. (i.e. Bercier)

The dean of arts will open the event for UFV.

Michelle provided **Jenny** with more media leads to send the release to, and she sent an email to many of the departmental heads. However, UFV has not been promoting.

Michelle can be asked to find some volunteers for the event – Paige will ask her.

Question to Paige – how many tickets sold?

Paige: 35 tickets were sold on Eventbrite but many could be last minute shows.

Jenny: do have enough tables for inside the theater space?

do we need tablecloths, i.e. for silent auction tables?

Paige increased tables from 4 - 6

Katherine: they should be fine without tablecloths

Paige: Richard asked Paige to check if there is HDMI outlet, and we need 3 microphones. **Paige** emailed Michelle directly.

Richard: showed us the slides (design taken from the brochures)

- **Update on FV MAP participation**

Jenny: **Alexandra (FV MAP)** offered to help with the silent auction and Jenny sent a letter she could present to local merchants; but since then they have not been in touch regarding the event.

Jenny: **Andrea** from **FV MAP** has found artists, now 2 or 3 are supported and so Andrea can help accommodate them at a table and find a place for the musician.

Alexandra will speak and **Richard** will give her a prompt when its time for her quick speech.

- **Promotions** – Jenny/Paige described what's been done – further suggestions

Paige tried to do additional promotion at UBC IR department but did not hear anything back. But it should be fine because promotion, social media were done in good time.

- **Speakers** – (Katherine & Jenny)

Jenny: All of them are confirmed. They seem all very excited and prepared for the event. We also have **Jorge** who is a back-up, but will be our main speaker for world refugee day otherwise. Their transport is covered with Jenny so she won't be there earlier.

Katherine confirmed when she needed to be at UFV by. Paige confirmed not before 4

Jenny: we have another volunteer: **Marissa** and she could possibly run silent auction as **Kiana** can't attend.

- **Silent Auction**

Jenny & Katherine: **Kiana** wants us to check the bid sheet:

- all agreed to remove name of the donors.
- When will the silent auction start and finish? Kiana needs to know in order to fill in the details: DECISION: the silent auction will be from 6pm to 8:30pm.
- Where should we announce the winners? On a board or read it out?

Paige: If there is a volunteer for silent auction then using a poster sheet is easier.

AGREED: **Kiana** could make up a flipchart size poster with items and space for results – she should pass this and the bid sheets and the Instructions to Katherine to bring with her - + any silent auction items that she has.

Katherine: asked what she needs to do before Tuesday?

Paige & Jenny: on the day off, she could help to welcome and support the three speakers. Jenny has the honorariums for them and will hand them out discreetly at the event. **Katherine** could also get the flowers/chocolate for the elder.

Katherine agreed to buy these items

- **Catering (Richard)**

Richard: How will participants get food?

Paige: We can stamp people. We could put everything out at the beginning and hold back some cookies for after, but somebody has to remember to put them out.

Can Paige be responsible for food?

Paige: I need to be moving around (logistics) but if needed she could help out.

Richard: let's see if we can have some UFV volunteers.

Marissa for the silent auction

- **Information – signage and brochures (Paige)**

Directional signs and parking: **Michelle** is running that

Brochure payment: company needs us to pay when we pick-up. Richard will do so and then claim from MAP.

Richard: it's approx. \$700

Paige will tell them that Richard will pick it up on Monday or Tuesday.

? will welcome and direct people in the entrance at the event.

Jenny will be at the Information table

For Silent auction and food, we could have volunteers. Mélodie offered to help.

Question: How can adults get food if they buy a ticket at the door?

Adults can pay Paige and she will transfer funds later.

Paige can help with greetings

Paige: Someone needs to be at the door for 15 min for late comers, perhaps one of Michelle's volunteers?

Richard will introduce the speakers by their first name.

Richard read one of the stories – we were all very moved

Jenny: will write to Andrea to bring her contributions to the silent auctions.

After event debrief – when?

Friday 29th by Skype

Skype names: mossco53, richard.belcham , m.honen.delmar and paigeslight.

We need to ask Katherine and other members involved their skype id.

World Refugee Day Planning opportunity – first meeting: April 12th

Closing