



AGENDA
OUTSTANDING CITIZEN AWARD COMMITTEE
Wednesday, March 16, 2016 at 8:00 a.m.
City Hall Mayor's Conference Room
425 N. Richardson – Roswell, NM 88201

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES:

1. Consider approval of the December 21, 2015 meeting minutes.

REGULAR ITEMS / NEW BUSINESS

2. Consider recommendation for the Quarterly Outstanding Citizen Award to be presented at the April 14, 2016 City Council meeting.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and city Resolution 15-56.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact – Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and Posted March 10, 2016



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MINUTES OF THE OUTSTANDING CITIZEN AWARD
COMMITTEE MEETING
Monday, December 21, 2015
Regular Meeting 9:00 A.M.

CALL TO ORDER AND WELCOME – The regular meeting of the Outstanding Citizen Award Committee was called to order at 9:10 a.m. by Chairperson Tabitha Denny.

ROLL CALL

Members Present: Chair- Tabitha Denny, Caleb Grant

Members Absent: Art Sandoval, Elena Velasquez
Two members of the committee were present.

Staff Present: Caleb Martinez, Marketing Coordinator; Janice Self, City staff;

Others Present: None

APPROVAL OF AGENDA – Not applicable

APPROVAL OF MINUTES – Not applicable. This is the first meeting of the Outstanding Citizen Award Committee.

PUBLIC COMMENTS

None

REGULAR ITEMS (Action Items):

1. **Consider Approval of the application for the Quarterly Outstanding Citizen Award-**
Discussion began with the timeframe of the application due dates and presentation at Council meeting. By submitting the application at the end of February the award will be presented at the April City Council meeting, leaving one month to meet as a committee and review the applications and decide upon the recipient.

It was determined that applications not picked as the recipient will be retained for up to one year from receipt to be considered at each quarter. After one (1) year from the quarter of receipt, those applications will be purged from the review state.

Only currently living citizens may be nominated. If the person nominated passes before the award may be presented, it may be presented posthumously.

Change of wording in the first paragraph: change “Men and women” to include all ages.

A plaque and/or certificate is to be presented at the City Council meeting.

Facebook, website, other social media and word of mouth will be used to “get the word out” to the public. Other types of promotion may be discussed.

The nominations will be open to citizens of Chaves County.

Councilperson Denney will make changes and create a fillable pdf file which can be returned by e-mail or can be printed and faxed, mailed or delivered to City Hall.

2. **Set dates for upcoming committee meetings –**

Discussion began with what is the best time for all the committee members to be able to attend. Should the next meeting be directly before the March City Council meeting? Should the meeting be held at a different time, in case there were several applications to review? It was decided to see how many applications were received for the first time and decided on a meeting date and time.

3. **Other Discussion –**

Councilperson Denny suggested a Feedback sheet or Judge’s sheet for members to help with rating the nominations. She will devise something to use and have them available.

ADJOURN

The meeting was adjourned at 9:35 a.m.

Minutes submitted for approval by Janice Self.