

Orig. to Brian
Sullivan for
C. Sullivan mtg.

10TH ANNIVERSARY CELEBRATION

The Background

1978-79 will be the 10th anniversary of the founding of Capilano College. This occasion seems to provide the college with an excellent opportunity to improve its community relations and, as appropriate, to develop a new public presence.

However, for maximum effectiveness, the planning for this occasion needs careful attention, the leadership of the Council, and if possible the involvement of a great many people at Capilano and in the community.

Accordingly, it seems desirable to begin planning now, if the recognition of this occasion is accepted in principle.

The Issues

1. Recognition of 10th anniversary.
2. Appropriateness of beginning the planning.

Cost Impact

At the planning stage, none.

Recommendation

1. That Council agree, in principle, to recognize the 10th anniversary of the founding of the college.
2. That Council appoint one of its members to the initial Planning Group for the 10th anniversary celebration.
3. That progress reports on planning for the 10th anniversary celebration be submitted regularly to Council.
4. That the Principal be charged with rounding out the membership of the initial Planning Group for the 10th anniversary celebration.



Paul Gallagher
Principal

PG:JC

29/9/77

MEETING OF 10TH ANNIVERSARY INITIAL PLANNING GROUP TO BE HELD
MONDAY, DECEMBER 12, 1977 AT 5:00 P.M. IN NB 101

PROPOSED AGENDA

1. Purpose and Mandate of the Group
 - to propose general lines of a program
 - to consider methods of making the program visible
 - to propose order of magnitude of budget
 - to report to Council and P.A.C.

2. A Program
 - events spread through the year or one blast?
 - possible events:
 1. Recognize the originals - 1978 Graduation?
 2. Open House - welcome back students.
 3. Cultural Evening?
 4. Career/Vocational event.
 5. An event for current employees.

3. Visibility of Program
 - a special (historical) publication
 - a special logo/symbol - new stationery?

4. Budgetary Considerations
 - let's prove we can do more with less?

5. Next Meeting and Draft Agenda

PG/jc
12/12/77

NOTES OF MEETING OF 10th ANNIVERSARY INITIAL PLANNING GROUP

Held Monday, December 12th, 1977

Present:	Paul Gallagher	Valerie Giles	Barb Smith
	Jim MacDonald	Bill McPhee	Absent: Gordon
	Alan Smith	Bill Little	Wilson

Suggestions were volunteered from the group of possible events to sponsor during the 10th year - SEPTEMBER 1978 to MAY 1979:

1. Existing events to be enlarged or accented for the 10th Anniversary theme; such as:
 - annual graduation
 - mini-open house events (Media Resources and Retail Fashions)
2. Open House - on a large and grand-style scale!
3. Series of television shows (produced by the college and provided to TV stations) - on the theme of Who/What is Capilano College?
4. Travelling display and information people - to visit areas within and outside the college district.
5. On-campus in-house warm-up event - to create enthusiasm and maintain interest in the anniversary plans - and to keep everyone informed as to the dates of upcoming events.
6. Travelling talent - such as skits and small productions put on by students in the Theatre programme - possibly at local schools and community centres.
7. Revue - a larger scale production to "tell the story" about the college's history and present cast of characters.

Suggested techniques for making the college visible to the public in the Anniversary year -

1. Direct mailing or insert in North Shore News advertising our list of special events.
2. Drive to build our scholarship/bursary fund through the Capilano Foundation.
3. Sod turning event for Phase II.
4. Announcements about "the new college".

5. Invitation to the Provincial Cabinet to hold a cabinet meeting at the college.
6. Permanent display at a major shopping centre for the year.
7. Special programme/department spotlights.
8. Cultural evenings at Capilano

It was suggested and agreed by the group that some quantity of special stationery be printed for use by the executive officers during the year. Format will be discussed later - and could be merely an imprinting of the present stationery with the notation "the 10th year - 1968-1978".

Timelines:

- the real planning for these events will come after March 1978 when the budget is known
- basic planning has to be finished before the summer break, with the "kickoff" in terms of events beginning in September 1978
- this group will meet January 10th at 5:00 p.m. in NB 101 to consider a draft proposal for the year's events

The initial planning proposal presented at the January meeting will be comprised of: a list of events, suggested people to be responsible for organizing each event, and an estimated budget for each event. The overall amount is to be as modest as possible without sacrificing what would otherwise be a professional well-mounted effort.

Once the attached proposal is discussed and amended/extended by this group, it will be advertised to the entire college to have suggestions received and enthusiastic volunteers solicited. Those accepting the jobs of organizing specific events will be asked to submit budgets. Once the programme is established, (advertised to the entire student body through The Courier) - the student society would like to submit proposals on how they could best contribute to the success of the year's events.

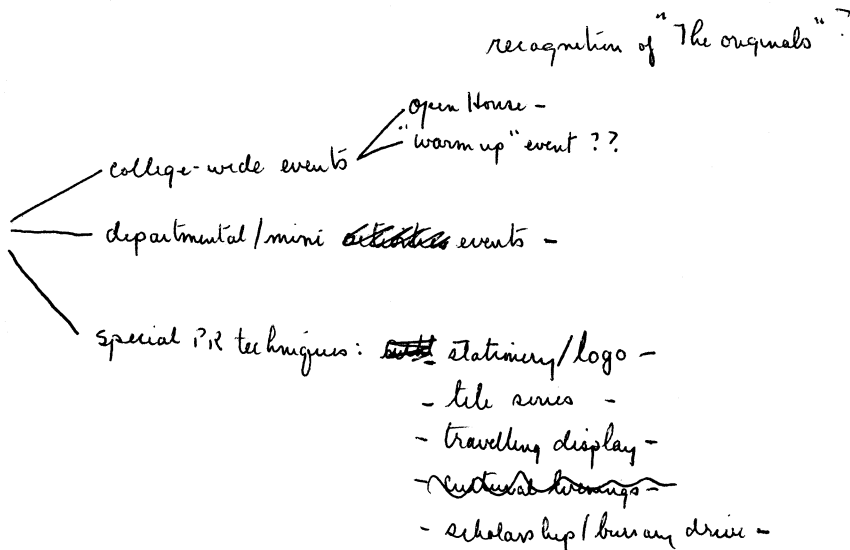
PLEASE MAKE A NOTE OF THE ABOVE UNDERSCORED MEETING TIME !

December 12th, 1977:VG

SUGGESTIONS OF PEOPLE TO BE APPROACHED REGARDING RESPONSIBILITY FOR SPECIAL EVENTS DURING THE 10TH ANNIVERSARY YEAR...

List to be reviewed at the January 10th meeting - with additions or amendments made, and those nominated to be approached. Presentation of descriptions for events, together with anticipated budgets will be required for consideration by the planning group. Decision of which events should be sponsored - and approval of expense will be made on the basis of these submissions.

RESPONSIBILITY FOR ORGANIZATION	E V E N T
Valerie Giles	Graduation
Co-ordinators	Mini-Open House events (of Divisions/Departments)
* Gordon Wilson	Open House (college-wide)
Bill Little	Television series
Sid Dyke	Travelling Display
? * Paul Gallagher	On-Campus "Warm-Up" Event
Alan Smith/Reid Gilbert	Cultural Evenings - and Travelling Talent
* John Dixon/ Bill Schermbrucker	Revue
Neil Chester	Special Athletic Events
Jack Stathers/ Dave Brewer	Scholarship/Bursary Drive (through the Capilano College Foundation)



CAPILANO COLLEGE - 10th Anniversary Logo Contest

College management intend to celebrate the 10th Anniversary of the college's formation in a number of ways during 1978. A symbol is needed to identify this first major milestone in the course of college development. It will appear on all official publications and displays during the coming year, sometimes as the central motife, sometimes in a subordinated role. These appearances will include the Shopping Centre Display, the College Calendar, and the College Letterhead.

Designs are invited from students currently enrolled at the college. A prize of \$50.00 will be awarded for the winning design.

CONTEST RULES

1. Design must be compatible with present logo, may be in one or two colours. and should be adaptable for use in black only.
2. Submitted designs must not exceed 6" in overall vertical or horizontal measurement and must appear on a white background measuring 8"x 10". Separate coloured and black and white versions are required for each entry.
3. All submissions must be neatly mounted, (not matted) on black card measuring 12"x 14½", allowing 2" black margins at sides and top, 2½" at bottom. Thus all submissions must be vertical, not horizontal format. A tissue flap. attached at the back folded over the top, to protect the design is permitted.
4. The identity coupons below should be filled out and attached with rubber cement to the back of each entry.
5. The winning student is required to supply a finished working drawing of the design.
6. All submissions must be in the hands of Sid Dyke by 5:00 pm Thursday, February 16, 1978
7. There is no limit to the number of entries which any one student may submit.
8. All submissions will be returned to students before February 28, 1978.
9. The decision of the judges shall be final. The judging panel will consist of

Name.....
Address.....
.....
Phone.....No.....
This is Entry #.....of.....
(colour)

Name.....
Address.....
.....
Phone.....No.....
This is entry #.....of.....
(black & white)