



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting

Thursday, February 8, 2024

12 noon to 1 p.m.

Minutes

1: Welcome, Roll Call and Housekeeping – Welcome from Ryan (waiting a few mins for folks to join). *Ryan running meeting with Emily/Matt/Elizabeth's assistance in Yvonne's absence.*

Housekeeping items reviewed (ID yourself prior to speaking for the interpreter, talk 1 at a time, raise your hand – Ryan reviewed how, and listen respectfully to discussions).

Present: Staff Emily, Ryan, Elizabeth, interpreter Laurie, Members Kevin, Matt, Clarence, Janet, Lucas, Cullyn, and Daniel (enough folks present to move ahead, quorum met).

Excused: Yvonne, Tammy (conflicts). Kevin needs to leave at 12:50 for a hearing at 1pm. Cullyn needs to leave at 12:45 for another meeting. Amy also excused due to training.

2: Approve February 1st meeting minutes – Staff note: Yvonne had minor amendments re: clarification on the location Lucas suggested, and our next meeting date – today, not March 7).

Ryan - Checking if folks had time to review/for any other corrections. Matt moved to approve as amended, Kevin seconded, motion passed/carried. Hands from Clarence/Elizabeth. Clarence: Group vote needed? Elizabeth: Clarification – vote needed after motion/second – via all in favor. Ryan: Thank you. Yes, that's correct, Clarence. Vote Reopened: All in favor, none opposed (names not needed).

3: Pre-Event tasks sign up – *Needs to be completed today (discussed 1st).* Was also discussed previously. Tasks: Listed on agenda, reviewed by Emily. Going back to minutes approval (group vote first).

- 1. Correspondence** – (1 -2 people) review, update sponsorship letter (*ASAP, Yvonne can take on if no volunteers – per Matt, were redone well last year, update of event info needed*) and create thank you letter templates:
Sign ups – Yvonne, Janet, Amy (others can let us know if they reconsider).

2. **Marketing Outreach** – (1-3 people) marketing / outreach for event in the event area; connect with partners, public, counties, schools...etc. (*will be important esp. if partnering*):
Sign ups – Cullyn (others can let us know if they reconsider). Kevin TBD (prefers to decide venue 1st).
3. **Publications** - (1-3 people) review brochure / PowerPoint / email teasers/programs/certificates/trophies:
Sign ups – Janet, Amy, Cullyn (others can let us know if they reconsider). Kevin TBD (prefers to decide venue 1st).
4. **Event Logistics** – (1-3) Planning Day of activities (speakers etc., recapped):
Sign ups – Cullyn can start (bandwidth in late Feb – early March, may need someone else to carry things fwd.) Same as above, others can let us know if they reconsider.
5. **Judging Panel (4-8)** – scheduling & judging nominees:
Sign ups – Cullyn, Kevin, Matt, Janet, Clarence? (others can let us know if they reconsider).
6. **Nominee tracker to assist Emily** – (1-2) asst. with contacting nominees and tracking info:
Sign ups – Matt (others can let us know if they reconsider).

Note: Emily to discuss item #6 offline with volunteers.

Sign-up List: Will be sent out after the meeting for folks further consideration. Request from Clarence to add timeframes when the tasks will be needed (i.e. judging July 12-20, etc.) Thank you from staff for that. Ryan, Emily, and Yvonne will discuss offline to establish a timeline/due dates for the groups. There may be a range. Hearing no other comments on this topic.

4: Discussion about decisions, selections, and task sign ups - *Needs to be completed today. Elizabeth to read Yvonne's statement re: partnering/location. She can answer questions if needed, as well (has experience with the workings of the WDC's). Statement read.*

Hand from Cullyn, then Kevin. Cullyn appreciates that the transportation options in Kitsap were considered in Yvonne's statement, but is interested in hearing other's thoughts. Kevin would also like his venue (Little Creek) to be considered and to know next steps (recapped the information he's gathered/shared last time, updates: can't accept a free lunch during the tour while working on behalf of the state, no smoking there anymore, wondered: is a tour needed at this point)? Elizabeth: we'd first decide on geographic location, then decide about tours, and report any barriers after the vote.

5: Decisions: *editor's note – time ran out to fully discuss this item, aside from Yvonne's statement. However, the Kitsap Conference Center was selected as the top venue vote. Further discussion will be needed offline or at the next meeting regarding a partnership.*

1. Partnering with the WDC, DSB, and DVR at the career fair in Oct. in Kitsap County.
2. Partner with Community Outreach team who would host their own activities.
3. Standalone event

This was not fully discussed. See editor's note above - We will need to discuss further via email/offline or at the next meeting. See below for venue update.

Selection: Top two location selections to narrow down the search – *Needs to be completed today (Ryan will have to contact the venue and reserve the date ASAP). Kitsap Conference Center; Tacoma Convention Center (Yvonne's preferences), Little Creek Casino (Kevin's preference), Tulalip TBD, Seattle Center TBD* – neither in consideration at this time..

Hands from Kevin, Lucas, and Matt. Lucas wanted to ask (relatively new member) – have we ever done a survey to people who attended about location preference. Is that an option? Janet shared that we have done surveys at the event site in years past. She said: The trouble with doing the surveys there is it's based on the given audience (largely current nominees relative to their location). There may be different answers each year depending on nominees present/location, which makes it difficult to get a consistent answer. We did a generic survey before COVID (re: accessibility at venue etc.) We may be able to find those past survey results on location if needed.

Hand from Matt, then Cullyn. Matt wanted to add to Janet's comments, he believes we decided recently to move the event around to reach a broader audience, and he likes the idea of the Kitsap Center venue/partnerships (understands that there are specific rules around using a casino that would have to be figured out). Hands from Elizabeth (response), then Cullyn. Elizabeth: Matt is correct, there would be additional steps to use a casino, rules around spending state funds outside of state (in sovereign nations), Ryan/Elizabeth could work to figure out those parameters and report back about barriers if that site was selected (more research would be needed). Cullyn – shares air quality concerns about the casino (has to leave now, will follow up by email about this).

After discussion, the subcommittee decided to vote, is there a motion first? Matt is ready to do that. He moves that we look further into the Kitsap County venue/accept it as our first choice for a venue. Per Elizabeth, we need a second. Lucas suggests that we amend that, and go with what Kevin had just suggested, have staff look at both locations, report to us, then come back and vote on it – doesn't want us to vote on the Kitsap location and then figure out that no one is in favor of it. Asked: Can we vote next month after tours and reporting back if possible? Per Elizabeth, we usually don't go tour multiple locations (limited travel funds), she thinks that we could take a vote between these places and have a second choice perhaps (we have 3 currently under discussion, Kitsap, Little Creek, & Tacoma Convention Center). We could vote on a first choice, & second choice, but having multiple tours/coming back would be an expensive endeavor – we need to think strategically through where we want to be. Is there a second to Matt's motion for the Kitsap Center? Lucas seconds. Next steps? Vote on this motion, then check to see if we want to choose a second location just in case. Vote on current motion first. Half (3) in favor. Hearing no opposition. Do we need to make another motion on a second choice? Only 3 people voted on that motion, we need yeses or no's, is there another process people would prefer? If you're in favor of other venues, please vote no (on Kitsap) for clarity, or let us know if we need to do it a different way – running out of time, don't want to leave without a decision, please let us know if we need to do this a different way. Lucas suggests asking who's in favor of the first location, who's in favor of the second, third, then close it after that (raised hand votes). Is that an acceptable way to move forward? Yes. Elizabeth will facilitate. We'll reach out to those who had to leave to get their venue votes.

7 in favor of Kitsap. Has the majority vote presently. Ryan checking date availability for 10/18.

2 in favor of Tacoma Convention Center (1 via email). Second choice with current votes. We'll reach out to Kevin and Cullynn specifically to get their votes since they had to leave, as well as Yvonne and anyone else not present.(Completed/included).

None (present) in favor of Little Creek Casino, 1 email vote.

1 (email vote) in favor of Seattle Center.

**Reminder, if subcommittee volunteers are not able to attend meetings: please contact both Yvonne and Ryan.*

6: Next Action Steps – recap:

- a. Folks please consider the task sign up list further and let us know if there are additional items you're interested in volunteering for, it will be sent out to the team.
- b. Emily/Ryan/Yvonne to discuss the timeline/due dates for the different groups offline and get back to everyone.
- c. Further discussion on partnership to be had offline via email or at the next meeting.
- d. Staff to look for the past survey results regarding location/venue if needed.
- e. Possible Kitsap tour (also research Tacoma Convention Center, second vote currently, further research will be needed on using the casino if selected as well – staff would be responsible for that and reporting back, Cullynn will share their concerns re: that site via email).
- f. Staff will reach out to those who had to leave or are not present for their venue votes.
- g. Decision about next meeting date to be conducted via email.

7: Next Meeting date and time will be TBD/TBA (Yvonne conflict on 3/7). Best options per staff: March 6 at noon, March 14 at noon (same time, different date).

We did not have time to discuss this (next meeting date). We will discuss via email.