



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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**Awards Subcommittee Team Meeting**

Thursday, May 9, 2024

12 noon to 1 p.m.

Minutes

**1: Welcome, Roll Call and Housekeeping** – Meeting called to order by Matt at 12:00. Yvonne has a conflict today. Housekeeping items reviewed. **QUORUM PRESENT.**

Present:

Staff – Emily Heike, Ryan Bondroff, Elizabeth Gordon

Members – Matt Nash, Cullyn Foxlee, Amy Cloud, Clarence Eskridge, Damiana Harper, Janet Bruckshen

Absent:

Members – Daniel Ledgett, Lucas Doelman, Tammy Stevens

**2: Approve April 11th meeting minutes (process)** – Motion called by Matt. Amy moved, Clarence seconded, none opposed (1 abstention) – motion passed and carried, minutes approved.

**3: Awards Event Location update** – Ryan reported that the KCC contract is still in progress (language is still being worked out between the venue and ESD contracts office). Question from Amy – when entering the event into Bremerton area calendars, noticed we have 4 ballrooms, is that correct? Yes. There will be plenty of room if we are not at max capacity. Question about the job fair space from Damiana (is this included)? Per Ryan, it may be possible, but that piece is on hold, until we can figure out some planning issues. We can also have space in the gallery outside if needed at no charge potentially (TBD). KCC is similar in layout to WCC.

**4: Awards Event Theme vote** – Per Matt, a **vote is needed** to finalize the theme elements, recapped as follows: (“Midnight at Noon theme,” black tie **optional**, red carpet, photo opportunities, etc. – class it up). Folks were largely in support (pending language used). Motion called. Amy moved, Damiana seconded, none opposed or abstentions – motion passed and carried – these elements will be incorporated.

**5: Follow up on Work plan assignments:**

*A: Sponsorship Update – Ryan* – Reported: There are now \$30k in sponsorships including DES. 2 are still pending (following up). Question from Amy – is this intended to cover venue, attendance, food – or is there a fee to attend or other

individual expenses? No cost to attendees for the luncheon. Folks (aside from members) would still need to cover their own travel currently. Sponsorship also covers the event supplies and access needs.

*B: Marketing Outreach/Publications/Comms – Emily, Cullyn, Amy and ESD Videos – **VOTE NEEDED.** Emily and Cullyn shared the workgroup ideas for the video and target audience for a vote to move forward (nomination solicitation then event invites with VIPs a priority and possibly open to others if we can – budget updates time permitting). GCDE’S as informal name, nomination announcement video with logo first, timeline prior to nominations (5/31-7/31), second video pre-event, poss. taglines: “honoring...” and “why I participate” etc., attendance cap (separate issue). Question from Amy: Is there a shorter tagline? (Options in chat to be sent to leadership team, more accepted via email). Question from Janet about new name replacement? The full name will still be spelled out in materials. VOTE CALLED to approve the 2 videos for nominations and the event, informal name, logo use, and tagline TBD. Cullyn MOVED, Amy SECONDED, NONE OPPOSED – MOTION PASSED/CARRIED – VIDEOS OK TO MOVE FORWARD. Cap: to be discussed later.*

*C: Event Logistics – Ryan, Cullyn, Yvonne, Matt, and Daniel – Ryan – DSP speaker and anthem vocalist still pending. We have time (Ryan will check with Yvonne re: vocalists). Phil will be our emcee. The CBB recipient from last year will present the next Award. Last year’s DSP recipient has recently retired but her colleague is trying to get in touch with her about presenting for this year - TBD from there. They may be able to do it on video instead of in person.*

*D: Judging Panel - Emily, Cullyn, Matt, Janet, Clarence, and Daniel – **Emily** – reported that judging panel training by Janet is tentatively scheduled for 6/3 at 3pm. The process will start on 8/1 and conclude by 8/30 at the latest.*

*E: Photo with the Governor – ESD Staff – Ryan – Elizabeth reported that she will invite the Governor or a rep (Question from Clarence - Lt. Gov possible? – Gov’s office will decide) to attend the event thru the proper channels. The photo opp. is likely not a future opportunity if Gov isn’t in attendance [REMOVE FROM SCRIPT] – Gov needs equitable time with folks. We likely won’t know re: attendance until Sept. Cullyn question: Is there a better state lead rep we could ask in the future? Phil will be there (head of ESD). Clarence question: Would other elected officials be considered? See above re: Lt. Gov. Amy question: Should we avoid not having a Gov’s rep or designee due to our title? Per Elizabeth, it is a culture shift needing adjusting to since the equity work began (photo opps. are unusual now). It is not a reflection on our event – we are the representatives of GCDE. Cullyn question: Could Damiana and Elizabeth do it? TBD. Goal: Capture the spirit of us doing our work.*

*F: Travel Reimbursement for Nominators/Nominees and Guest Speaker – Staff – recapped that an equitable process is needed. Just because the funds may exist to cover extra travel for one year, does not necessarily mean they will be there the next. Tabling until Yvonne is back for full discussion.*

*G: Nomination Tracking: Yvonne, Matt – **Emily** – reported that this work will be done from 5/31-7/31 (nomination timeline). Goal: Encouraging completion.*

**6: Honoring Kevin** – Ryan – will be responsible for getting a photo of Kevin for the event program and PPT thus far.

Meeting Adjourned at 12:56.

**7: Next Action Steps – **Emily**** – will note in the minutes.

- A. Ryan will keep the team informed as the KCC contract progresses (to include the job fair and space pieces).
- B. The language around the theme will still need to be worked out for our event invite marketing pieces so that it is clear that the “black tie” piece is optional.
- C. Ryan will keep the team informed about the 2 remaining sponsorship requests.
- D. Folks have the opportunity to submit more tagline options for the promotional videos via email. Attendance cap to be decided prior to release of invite video.
- E. Ryan will reach out to Yvonne about anthem vocalist ideas, and let the team know if he hears back from Anja about the DSP presentation via video or in-person.
- F. The judging panel training will take place on 6/3 at 3pm, with the selection process occurring from 8/1-8/30 (completed ASAP).
- G. Elizabeth will invite the Governor or a representative to the event via the proper channels. ESD’s Phil White will be present for a photo opportunity in their absence. We will remove the language about a photo opportunity with the Governor occurring if they are not present since that will not be feasible going forward. We should know about their attendance in September. Of course, GCDE reps will be present, also.
- H. The discussion on covering attendee or guest speaker travel to be tabled until Yvonne returns, with the understanding that an equitable process is needed.
- I. Matt, Yvonne, and Emily will be responsible for tracking nominations and ensuring completion during the timeframe that they are open (5/31-7/31).
- J. Ryan will be responsible for getting a photo of Kevin for the event program & PPT.

**8: Next Meeting date and time will be on June 13th from noon to 1pm [reminder from Matt].**