



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting

Thursday, June 13, 2024

12:05 to 12:36 p.m.

Minutes

1: **Welcome, Roll Call** – Meeting called to order by Yvonne at 12:05pm, welcome to all.

Present:

Staff – Emily Heike, Ryan Bondroff

Members – Matt Nash, Yvonne Bussler White, Lucas Doelman, Cullyn Foxlee, Daniel Ledgett

Interpreter: Laurie

Absent: Members - Amy Cloud, Clarence Eskridge, Damiana Harper, Janet Bruckshen, Tammy Stevens

Staff: Elizabeth Gordon

ESD staff: Gary Lott, Kennidi Hunsicker

2: **Approve May 9th meeting minutes** - Yvonne had a question but figured it out (Cullyn was present on 5/9). Motion to approve minutes called by Yvonne after checking for review – Cullyn has not read them. Yvonne thought we did not have enough folks present for a quorum (thought it was 6 members). Emily confirmed it was 5 – at quorum. Daniel moved, Cullyn seconded, all in favor, none opposed (Cullyn's abstention not needed) – motion carries, minutes approved.

3: **Awards Event Location update** – Yvonne wasn't sure if the announcement went out to everyone or just a few of us about Ryan's departure. Ryan reported that Fri. June 28th will be his last day with GCDE (he will continue to support us as he can, but will be a DVR Counselor in SeaTac on July 1st). He has approval to attend the ceremony on 10/18 as a representative. Folks are excited for him – in the transition phase, staff will fill in for the meantime as needed. Cullyn noted about the virtual celebration and congratulated Ryan – he will be missed. Ryan agreed.

A. **Snack selections** – Ryan – Ryan reported that we are awaiting additional info from Nathan at the venue re: options (on hold). He will discuss with Yvonne and report back at a later date.

B. **Contract** – Ryan – Ryan reported that the KCC contract has been signed by Elizabeth and KCC – it is set up and ready to go for 10/18, which is good news (thank you).

4: **Awards Event Theme recap** – Removed from the agenda – voted on at the last meeting.

5: **Follow up on Work plan assignments** – Yvonne opened the floor for updates.

A: *Sponsorship Update – Ryan* – Reported: 30k (confirmed amount) in sponsorships still as of last update. 2 are still pending (DDA and WSECU - will know more after July 1 fiscal year, unsure of their commitment until after Ryan's departure). Great job Ryan.

B: *Marketing Outreach/Publications/Comms – Emily, Cullyn, Amy and ESD Videos* – Update: Cullyn gave kudos to Emily for facilitating the marketing meetings – lots of work is being done. Cullyn reviewed a final draft of the video last week (needs to review the version from this week with caption corrections [disabled] on YouTube – it's close). It was a quick turnaround. Yvonne concurs. Looking forward, Cullyn will connect with Emily and the team on next steps for communications (Cullyn will make sure we get meetings coordinated for actions in the Comms plan after Emily's return). In progress – reminder to social media and employer newsletter scheduled for tomorrow, video to listserv hopefully tomorrow too, another reminder and brochure upon Emily's return.

C: *Event Logistics – Ryan, Cullyn, Yvonne, Matt, and Daniel* – Update: Anja will do a DSP video (script/instructions to be sent later). The Gov's trophy presentation will be in person. Phil as emcee, have photographer and theme – no response on vocalist.

D: *Judging Panel - Emily, Cullyn, Matt, Janet, Clarence, and Daniel* – Update: Training with Janet, Clarence, and Emily on 6/3 was recorded and link to shared folder with materials sent to current members, Janet has list of others to add if needed (pending feedback).

E: *Photo with the Governor – ESD Staff* – Recap from Cullyn: Phil and GCDE reps will be present for photos – Governor may not be available (Yvonne checking minutes for follow up action). Yvonne concurs about GCDE reps doing photos if a Governor or representative is not available. Ryan reported that Elizabeth will be working on inviting the Governor (no confirmation yet).

F: *Travel Reimbursement for Nominators/Nominees and Guest Speaker – staff* - Recap: Yvonne is not working on this. She thought Elizabeth said we couldn't do it, will circle back at their meeting tomorrow.

G: *Nomination Tracking: Yvonne, Matt* – Update: Yvonne wasn't at the meeting yesterday. Thinks Emily gets the nominations, and they help with the documentation tracking. Matt will forward the email to Yvonne with the process. Emily will screen the applications and then send them to Yvonne and Matt for follow up actions.

6: **TOLA Award** – Elizabeth – not present to report: Yvonne deferred to Ryan and Emily. Ryan deferred to Emily. Revised process sent to leaders (on board). Needs to coordinate with Averill and Rhonda (in progress).

7: **Honoring Kevin** – Recap: Ryan will get a photo of Kevin for the event program and PPT. Last time Ryan spoke with Elizabeth, she was going to be checking with Damiana and Kevin's wife (she has reached out to Damiana – they have had some contact – Ryan will follow up on that).

ADDITIONAL ITEM: HOTEL – Ryan has made calls to 2 nearby hotels to the convention center (Fairfield and Hampton) – no response yet (will try again today). If there is no response, he will discuss the next steps with Elizabeth and let the team know.

Hands from Ryan, Emily, and Cullyn. Ryan wanted to check in about tasks that members still need to do. Anything we're missing? Not that Yvonne knows of, she went through the list, and we targeted all of them – on track for now. Emily (noted skipped items on agenda for Event Logistics and Judging panel). Cullyn will coordinate with Emily about Marketing.

Per Ryan - Folks should have gotten the calendar invites for the upcoming group meetings from Elaine/Emily (there may be some minor edits to the dates forthcoming). He wishes us the best as we proceed with the rest of the meetings in his absence (this is his last meeting prior to departure, but will attend the event, which is great news).

Hearing no other updates - Meeting adjourned at: 12:36 pm with congratulations to Emily and Ryan.

8: Next Action Steps – Noted below:

- a. Staff will fill in during Ryan's absence until his position can be filled (please consider attending his goodbye celebration if you are able). Ryan will still attend the event.
- b. Ryan will discuss the snack update with Yvonne to report back out about later once he hears from the venue on options.
- c. We will know more about the 2 pending sponsorships after July 1st (DDA & WSECU).
- d. Cullyn will follow up with Emily upon her return about scheduling ongoing meetings as needed for the marketing workgroup to complete the next steps in the comms plan.
- e. A nomination reminder will go out to social media tomorrow, as well as hopefully an employer newsletter and listserv message, assuming the caption issues on Phil's video are finalized today (Emily will also post the brochure to the website and send another reminder upon her return).
- f. Emily will work with last year's DSP and Gov's trophy recipients in the Fall to coordinate their virtual and in-person presentations to this year's recipients. Phil will be the emcee, we have a photographer, and the theme is confirmed. No update on vocalist.
- g. The recorded judging panel training and materials have been sent to the current volunteers who could not make the meeting. Janet is reviewing a list of additional candidates if needed.
- h. Phil and GCDE representatives will be available to take photos with nominees and recipients at the event if the Governor or a representative cannot attend. Elizabeth will send the invitation to the Governor.
- i. Yvonne will circle back with Elizabeth at their meeting tomorrow to confirm that we cannot reimburse nominees or guest speakers for their travel.
- j. Matt will forward Emily's write up about the nomination tracking process to Yvonne. Emily will screen nominations and then forward them to Matt and Yvonne for follow up actions.
- k. Elizabeth will coordinate with Toby's family on the revised process for that Award.
- l. Ryan will follow up with Elizabeth to see if Damiana has heard anything more from Kevin's spouse.
- m. Ryan will try to get ahold of the 2 hotels near the venue once more today. If he doesn't hear back, he will discuss the next steps with Elizabeth.
- n. Emily and Elaine will ensure the dates are correct for future meeting invites in Ryan's absence.

9: Next Meeting date and time will be on July 11th from noon to 1pm.