



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting | Thursday, August 8, 2024, | 12 noon to 1 p.m.

Minutes

1: Welcome, Roll Call and Housekeeping

Meeting called to order at 12:02 pm by Yvonne. Welcome all.

Present: Emily Heike, Elizabeth Gordon; Staff

Members: Yvonne Bussler White (Chair), Amy Cloud, Clarence Eskridge, Cullynn Foxlee, Daniel Ledgett, Matt Nash (Vice-Chair), Ann Hartman (ESD Staff), Janet Bruckshen

Quorum: 5

Housekeeping: Raise your hand, state your name, speak slowly and 1 at a time.

2: Approve July 11th meeting minutes

Yvonne asked if folks had a chance to review, and for a motion to approve. Amy moved, Matt seconded, no abstentions or objections, motion passed and carried.

3: Awards Event Location update

Emily reported that the venue has stated that they can have Gluten Free snacks available for volunteers the morning of (already requested pastries and coffee).

The registration form has been created with the meal options and was sent to nominees and nominators yesterday. 10 nominees, nominators, and their guests have registered so far. The link will be shared with the team, as well. It will need to be sent to speakers, the photographer, & vocalist also.

The hotel agreement was signed and sent earlier this week. Reservations must be made by 9/27, the link is forthcoming. Advances are available if needed.

- A. Snack and menu selections - Emily
- B. Hotel Contract - Emily

4: Follow up on Work plan assignments

- A: Sponsorship Update – Emily

Emily reported that WSECU sponsored at the 1k level since the last meeting (DDA was unable to sponsor). The ODHH contract is in progress. The DVR invoice has been sent,

and the OFM one as well. Emily will check back for addtl. incoming funds by the end of the month.

B: Marketing Outreach/Publications/Comms – Emily, Cullyn, Amy and ESD Videos

Cullyn reported that the marketing team met on Monday last week (Emily took notes, Cullyn will send theirs). We discussed the next steps on marketing and follow ups. We will not be doing an additional video due to Gary's departure, but he will still be involved (things are in good standing). The nominations closed last week with 1 extension this week (no more solicitations needed). Weekly nominee highlights will be starting on the GCDE listserv and Facebook page this week continue to publicize the event (ESD will share). We won't be sharing the registration link yet except with nominees and nominators. A recap of the nominees (TBD on a media advisory in the areas where the nominees are) will go out on the ESD blog and Facebook page at the end closer to the event (timeline TBD) with the registration link going out in the Fall – typically it's open to the public right beforehand (200 guests max), and the recipients will also be recognized in a media release after the event, including contact info for media inquiries and Flickr photos. Members can share the releases in their areas if desired.

C: Event Logistics – Nancy, Cullyn, Yvonne, Matt, and Daniel

Nancy was added to this group at the last meeting, but wasn't present today. Yvonne is still working on securing a volunteer vocalist (90% secured – transition student from the area – she should know by tomorrow or Monday) and confirmation of the photographer is needed (Yvonne will reach out), also help with décor (Cullyn volunteered last time – discussed prior). The emcee, ramp, and DSP presenters are confirmed (Yvonne will reach out to Phil, and Emily to the DSP presenter). We are pretty much on track. Yvonne will call a meeting the first week of Sept. to discuss décor - about what things could look like, and also the flow, worksheets sign ups, and support for the day of the event.

D: Judging Panel - Emily, Cullyn, Matt, Janet, Clarence, and Daniel

Emily reported that updates have been made to last year's materials (scoring sheets, instructions). Conflicts of interest were sent to judges yesterday. Nomination materials for the 8 categories will go out next week. We have 8 total judges, with backups in mind if needed.

E: Nomination Tracking: Yvonne, Matt

We received 31 nominations total, only 1 less than last year. Emily is in the process of securing photos, releases, and info for the PPT. We were just missing State employer nominations (Public) and the Governor's Trophy. Tammy used to help with the state employers but retired at the end of June, which could have affected things. Otherwise, we got Youth, Direct Support, and various sizes of Private and Non-profit employer noms.

5: TOLA Award – Elizabeth update

Elizabeth reported that we did not get any nominations (speaks to the concerns around simplifying the process). She is still working with Toby's family for their involvement in the process revision – she hasn't heard back from them. She will reach out again – goal to align it with the regular process with specific questions that get to the qualifications (simpler outreach, timelines, eliminate the 2-step process with intent letter and add qualification logic in Survey

Monkey – heard it was onerous before and required more info than folks had without involving the nominee). She is waiting to hear back, and checking if they want to be involved in administrative decisions going forward, or just the selection process for the future. It's in progress, she will report back.

We will see everyone in 2 weeks, have a good summer. The meeting adjourned at 12:33 pm.

6: Next Action Steps

- 1: Emily will send out the registration form to the team (it will also need to go to the speakers, photographer, and vocalist) and hotel information (advances available). It will be public in Fall.
- 2: Judging panel team is getting ready to start the process (materials to be sent next week).
- 3: Nominee highlights are going out soon, and work continues to get photos and releases and info for the PPT.
- 4: Hopefully we will have a vocalist by the next meeting.
- 5: The media releases will be sent to members (nominees and recipients) so it can be shared in their areas. Cullyn will share their notes from the last marketing meeting with Emily.
- 6: Yvonne will check with Phil about being the emcee.
- 7: Yvonne will also check in with the photographer she secured.
- 8: Emily will check back in with the Direct Support Professional speaker.
- 9: Elizabeth will reach out to Toby's family about the process changes again and report back.
- 10: Emily will check for additional incoming sponsorships by the end of the month.
- 11: Yvonne will schedule a meeting during the first week of September to discuss décor and workflow, sign ups, and support for the day of the event.

7: Next Meeting date and time will be on Augst 22nd from noon to 1pm.