



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting

Thursday, August 22, 2024

12 noon to 1 p.m.

Minutes

1: Welcome, Roll Call and Housekeeping

Meeting called to order at 12:00 pm by Yvonne. Thanks all for being here.

Present: Emily Heike (host); Staff

Members (roles, F/L): Amy Cloud, Clarence Eskridge, Daniel Ledgett, Yvonne Bussler White (Chair), Lucas Doelman (Matt unable to attend), Kennidi Hunsicker (ESD staff)

Quorum: 5 met

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

2: Approve August 8th meeting minutes

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

3: Awards Event Location updates/check-ins/tracking

Emily reported that we have changed item #3A below to an update on event registration since the menu and snacks are pretty much set at this point.

Emily should receive the hotel registration link (due by 9/27) from the point of contact this week now that the agreement has been signed, and will share it with the team (advances available), along with the event registration link. The event registration link will also need to be sent to the speakers (sent to Phil, DSP presenter virtual), photographer (Yvonne), and vocalist also (sent).

So far, it has been sent to nominees and nominators, and 21 nominees, nominators, and their guests – up 12 from last meeting - have registered (meal options included). Emily has followed up this week (Phil and Kennidi also registered).

- A. Event registration – Emily
- B. Hotel Contract - Emily

4: Follow up on Work plan assignments

- A: Sponsorship Update – Emily

Emily reported that we need to follow up on the ODHH contract. She will check back about additional incoming sponsorships mid-next week. All pending sponsors have replied (new from WSECU, DDA unable to sponsor, OFM and DVR invoices sent Jul 1).

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

Emily reported that the weekly nominee highlights via the listserv/Facebook will start this week and continue weekly until the week before the event, pending the release/blog post - drafted (now on the website also). The registration link won't open widely until the Fall. A release about recipients will also go out after the event, targeting their local areas, including contact info, photos, and write ups (media not invited per ESD Comms team). Emily can share the draft news release and highlights with Amy.

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

Yvonne shared that she has secured a vocalist as of earlier this week (Andy Lujan, a local activist). Yvonne confirmed that the photographer is still available – she will send the registration link. Meeting setup for this team is in progress for the morning of 9/3 (10am or 11:30-1 – will follow up) to discuss décor, etc. – event sign ups after (supply inventory/ order forthcoming). Will check about accommodations otherwise (ramp is secured, as well as emcee [Emily will send his email], and photographer, and vocalist). Amy can help with candid photos (Cullyn may be able to help also).

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

Emily shared that we received a conflict of interest notification earlier this week that is pending resolution – she will follow up. Otherwise, nomination materials were sent out last week. We have received scores/recipients in 3 categories with 1 pending a meeting, and the other 4 are pending resolution of the conflict of interest. The scores are due by the end of next week. Trophies will be drafted after that (and the script for the presenters).

- E: Nomination Tracking: Yvonne, Matt

Emily shared that we are still in the process of collecting photos, releases, blurbs, spelling confirmations, and acceptor registrations for the 31 nominations – she has been following up. The program is also in progress with the nominee information (and blurbs/logos/photos from emcee, speakers, vocalist, and sponsors). Things are coming together. Meeting adjourned at 12:23PM.

5: Next Action Steps

1: Emily will share the hotel (due by 9/27, advances available) and event registration links with the team as soon as she has them (hopefully this week). Yvonne will share the registration link with the photographer.

2: Emily will follow up with Elizabeth about the ODHH contract, and check on the status of incoming sponsorships mid-next week.

3: Emily will share the draft news release with Amy before it goes out upon Ann's return next week, as well as the nominee highlights before they go out tomorrow.

4: Emily will follow up about the Event logistics meeting on 9/3. The task sign up sheet will be sent after that. She will also check on accommodations and send Phil's email to Yvonne. Amy and Cullynn may be able to help with candid photos.

5: Emily will follow up with Shelby and the other members of her team regarding the conflict of interest. Scores are due at the end of next week and the trophies and script will be drafted after.

6: Next Meeting date and time will be on September 12th from noon to 1pm.