



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting

Wednesday, September 25, 2024 (date changed from Thursday)

12 noon to 12:30 p.m.

Minutes

1: Welcome, Roll Call and Housekeeping

Meeting called to order by Yvonne at 12:00pm. Welcome all. Amy cannot attend, Yvonne has not heard from anyone else, it was a short notice for the change (Yvonne had a conflict).

Present:

Staff – Emily Heike (host), Elizabeth Gordon

Members – Clarence Eskridge, Yvonne Bussler-White (chair), Kennidi Hunsicker (ESD), Ann Hartman (ESD), Lucas Doelman, good to see Phil White (former ESD Commissioner), Daniel Ledgett, and Janet Bruckshen

*Quorum: 5 – not met initially – will jump in and if others join then we can go back to the minutes. We can't make any decisions (including around purchasing the red carpet and photo booth, correct?). It depends on whether the subcommittee typically votes on decisions on that. If there has been a workgroup set up about that which is empowered to make those decisions then an official vote isn't needed (we can take a temperature check but it's not a substantive decision). **We need to decide soon.** Staff and ESD folks aren't included in quorum (committee members). **We will hold on the minutes.***

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

2: Approve September 12th meeting minutes

Tabled due to quorum.

3: Awards Event Location update

A. Event registration – Emily

Registrations due 10/4.

B. Hotel Contract – Emily

*Hotel booking link sent to team on August 22, can be resent if needed. Reservations due 9/27 – **this week** (advances available). **Please contact the hotel to book if you haven't already.***

4: Follow up on Work plan assignments - Yvonne

A: Sponsorship Update – Emily

As has been discussed, WSECU sponsored at the 1k level, and as of this week, ODHH is unable to sponsor (we are still fine).

B: Marketing Outreach/Publications/Comms – Emily, Cullynn, Amy and ESD Videos
*Weekly nominee highlights have been going out to the GCDE listserv and Facebook (**keep an eye out**). A publication went out in the Business Briefs of the Cascadia Daily News in Bellingham since the last meeting. **THE REGISTRATION INFO WILL BE ADDED TO THE WEBSITE BY THE END OF THIS WEEK (Amy not here to discuss this after last week).***

C: Event Logistics – Nancy, Cullynn, Yvonne, and Daniel

The vocalist, photographer (ESD's Comms director can help), emcee (Phil), and ramp, have been confirmed. Volunteer sign ups continue from DVR volunteers and Awards subcommittee team. 2 volunteer greeters have been secured (transition students). Brent Masters is confirmed to give a NDEAM presentation – Phil will discuss this too. The venue says we can have additional tables for program info. Swag/décor solicitation in progress. Things have been added to the PPT – Yvonne will talk about the Awards history briefly, and Elizabeth/Damiana will talk about GCDE (chairs to prep remarks on what they do). Decisions: rentals (funding and pickup in Tacoma for the one there, Sonja from DVR can do – Photonics in Bremerton was recommended by GKCC and comes with backdrop and red carpet as well as photo booth – Emily will reach out for availability and cost and let Yvonne know on her personal email. Question about accessibility of booth – might be movable), and dinner plans meeting the night before to discuss the event logistics if possible [optional]. Similar to a social hour at the hotel. Phil loves it but will defer to the group. We will send an email out to everyone. Yvonne will share her cell # and start looking at a place for dinner (Elaine may have some ideas – Yvonne will reach out).

D: Judging Panel - Emily, Cullynn, Janet, Clarence, and Daniel

All scores have been received, and trophies have been proofed and ordered (permission to use Governor's signature – certificates proofed as well).

E: Nomination Tracking: Yvonne, Emily

Continuing to track the status of nominee/nominator registrations for certificate/trophy acceptance, and follow up about needed items for PPT otherwise [in progress] (photos/releases/blurbs, spelling confirmation).

Yvonne not aware of any other topics for today. Turning over to the group for any questions, suggestions, ideas, or thoughts that we need to prepare for – open the floor.

*Ann wanted to let us know in case it wasn't passed along – Comms director will be there and take photos. Was Yvonne talking about reaching out to the areas where the nominees were? In the Kitsap/Bremerton Area (COC). Amy reached out to them in June (wanted an update but not present). We did get some media interest from a Kitsap County reporter and Emily fielded the questions from him (unsure if attending but did publish a story in the local paper about the nominee in that area). **Ann is happy to help with reaching out to the chambers.** Yvonne is excited about the 2 photographers. Kennidi was wondering if the event center was setting up the area for us or if we have to coordinate – **they will setup the tables, ramp, stage, and podium (we will have additional tables in the foyer for marketing info if possible).** Please share that with your agencies (we've reached out to sponsors about swag bags – reach out to your agencies as well). **On event day, KCC provides refreshments and coffee in the morning, we put the nametags out, programs, check the staging and ramp, setup where the trophies will go out, do a walkthru and where accommodations are setup – day of logistics, decorating, registration, stuff envelopes for certificates and do nametags, clean up etc.) Morning of setup, venue will do the heavy lifting, Kennidi will help. Event center will do AV setup and testing. Emily will make sure the PPT is running, videos (Gov's video, etc.) Will there be a remote feed? No, don't have the tech.***

*Hearing nothing else, question from Yvonne about cadence (Thursday 3rd cancelled – Yvonne conflict). Lucas has conflicts on Tuesdays and Thursdays. **2nd for 30 minutes at 12 for Yvonne if it works, or Friday morning at 9 or 10. Yvonne and Emily/Elizabeth will check in next week (doesn't want to wait until the week before).** We're at a good place.*

***If any questions, ideas, suggestions, email her work and personal emails.** If there isn't anything else, we can adjourn. Have a great week, bye, and thanks.*

5: Next Action Steps

To be documented in minutes. We are on track.

1: The vote to approve the last meeting minutes was tabled until our next meeting due to quorum.

*2: Event registrations are due on 10/4 – please register if you haven't already (**Emily will send a reminder tomorrow**).*

3: Hotel reservations are due on 9/27 – please book your room if you haven't already.

*4: **The registration info will be added to the website by the end of this week.** Amy was not present to report out on sharing the event info with the local area (i.e. the chamber of commerce, but Ann is willing to help with this, too).*

5: ESD's Comms director will help with taking photos at the event, and 2 local transition students will help with greeting. Task sign ups otherwise continue from the DVR volunteers and subcommittee – please sign up to help with something if you haven't already. We have confirmed a NDEAM presentation and opening remarks by the emcee, as well as Yvonne discussing the program history, and Damiana/Elizabeth talking about

the work of GCDE. We will have extra tables at the event for sharing program information – please share with your agencies. Swag and décor solicitation is in progress as well, please share with your agencies. DVR volunteer Sonja is available to pickup the photo booth in Tacoma if we decide to go that route. **Emily will contact the Photonics rental about availability, cost, and accessibility and let Yvonne know about cost and availability via her personal email. Yvonne will send an email out with her personal cell # about the optional dinner gathering the night before to meet and discuss logistics and start looking at options (she'll also reach out to Elaine).**

6: All scores have been received and trophies have been proofed (same for certificates since we got permission to use the Governor's signature) and ordered (just awaiting info about pickup date and logistics, etc.)

7: Emily is continuing to track registration status for nominees, and is **working with Yvonne on updates to the PPT.**

8: The venue will setup the tables, ramp, stage, and podium (including additional tables for program info). They will also provide coffee and refreshments in the morning, and setup the AV (Emily will make sure the PPT and videos are up and running). The Awards team will need to stuff and put out nametags, programs, information for the certificate/trophy acceptance at registration, decorate, check the staging/ramp and do a walkthrough, setup the trophy area, decide where accommodations providers will be stationed, as well as clean up. Kennidi will help.

9: **Yvonne, Emily, and Elizabeth will meet sometime next week to check in (likely Tues or Fri), otherwise we will keep the October 10th meeting on the calendar for the team from 12-1pm.**

10: If you have questions, ideas, or suggestions, please contact Yvonne at her work and personal emails.

Meeting adjourned at: 12:24 pm.

6: Next Meeting date and time will be on October 10th from noon to 1pm.