

Governor's Committee on Disability Issues and Employment (GCDE)

Awards subcommittee meeting | Thurs., Aug. 31, 2023 | 3 pm to 4 pm

Minutes

- 1. Welcome** – Meeting called to order by Matt at 3:05 Welcomed all. Checking in with folks while waiting for interpreter, had the wrong link. Hopefully we can adjourn a bit early.
- 2. Roll Call** – Present: Ryan, Emily, Elizabeth, interpreter (staff); Matt (leading), Lucas, Kevin, Amy, Cullynn, Tammy, Janet, Damiana (subcommittee members).
Absent: none known aside from Yvonne who's on vacation (excused). No Clarence.
- 3. Housekeeping Rules** – Reminder to state your name and speak slowly.
- 4. Approve August 24th meeting minutes** – Matt asked re: review and for a motion to approve. Kevin so moved; Amy seconded. All in favor, motion carries – minutes approved.
- 5. Vocalist Update** – Matt asked Ryan for an update as he's been working on this with Yvonne. Ryan reported that work continues on securing a vocalist, he doesn't have much of an update. Yvonne emailed folks last Friday and folks are responding to her, and he'll follow up. No responses so far. He'll check with Yvonne on Tuesday when they're back in the office (he will be out tomorrow). Kevin asked for clarification on one of Ryan's comments. We're also looking for supported employment folks to come help. Ryan recapped from last week's meeting. Matt added that the other volunteers are for event day logistics. Amy recalls. Another part of the discussion was whether we have enough room for them, but we'll wait to see if we get any. We hope to have an update next week. He hasn't heard from Yvonne's contact again despite follow up, but can do so again. Your suggestions from last week were noted. Yvonne is out of the office this week, but was going to do some more research to find someone local from schools or advocacy groups, ideally someone with a disability who comes recommended (an instrumentalist or recording is still an option as well). To follow up from last week, we have checked the information from the venue and the projector

package provided should include audio for playing the presenter recordings from the PPT. Ryan has the instructions and sample script to send. More information will be sent on the vocalist (as well as the emcee) when we have it. We have a plan to send them the event script to get acquainted with the program as newcomers. We'll continue to consider the ability to reimburse travel for guest speakers and presenters.

6. Marketing Update – Emily reported that the Small Non-Profit Employer spotlight will go out tomorrow. They will continue weekly (sometimes >1) until the event. We have followed up with nominees and nominators about confirming spelling, attending the event, and who is accepting on their behalf, as well as photos and releases. It is on the calendar to follow up again a couple more times before the event as well and we've been tracking incoming registrations. A reminder that subcommittee members attending will also need to register if not completed already (including guests). No comments, questions, or concerns heard. Welcome to Damiana who apologized for being late and appreciates folks understanding. Amy wants to confirm her registration and hotel are confirmed. Ryan and Cullyn with hands up. Cullyn mentioned that the Best Western may be a hotel option and is pet free in case of allergies. Janet mentioned that there's a Holiday Inn nearby which is reasonably priced if folks are still looking and has breakfast (she's not sure about pets). Cullyn hand still up.

7. Event Logistics – Registration, etc. – Matt wondered if it is Ryan or Emily wanted to address this. Ryan had a comment. He'll defer to Emily. Thanks to those who have volunteered so far. There are still sign-up slots left on the sheet for those who haven't. We can resend it and hope to have sufficient volunteers. If folks have additional suggestions for process improvements on the day of, please let us know. We have located the comments from last year and will review to ensure implementation. We can also share with the team. More info to come as well on local information for attendees. Hopefully everyone has travel plans at this point. Everyone has been added to the listserv who wasn't already subscribed to receive our notices, and they've been posted on FB. We have deadlines in place to review, print, and braille the program. We are awaiting word from Elizabeth about following up on the Governor's attendance soon. Janet hand up. Wanted to know the registrations. 56 so

far, still following with nominees, hopefully at least nominators can attend on their behalf if not. The room holds 150. The room was full last year, we can't recall exact numbers, but it seemed at capacity at least. The pandemic may have impacted, our events were potentially larger before COVID. We may be able to make adjustments to the layout so that it feels fuller again. It may have been near to 100. The number of nominees will dictate who shows up usually, there were fewer nominations last year, so we should be getting higher attendance just based on nominations – hopefully it will event out between the eastern and western sides. Folks may wait until the last minute. No other questions heard.

- 8. Other Tasks** – Matt wondered who will report on this. Ryan hand up, will defer to Emily for anything else. See above. We will need rationales (and scores if possible) from a handful of the judging panel leads as to why the recipients were selected, they have been notified, and assistance is appreciated. Kevin had a hand and wanted to suggest that we just follow up with the specific folks. Feedback received so far has been compiled and will continue to be up until and after the event. Trophies have been proofed and ordered. Nominators are helping encourage their nominees to attend so we know who is accepting on their behalf for the certificates (which are drafted). PPT work continues. We have done an initial inventory of leftover supplies (nametags, certificates etc.) at the office and will order more to supplement tomorrow as needed. Accommodations and refreshments are arranged for event day. We are still working to have some supported employment folks come help seat people at the event as suggested last time, there should be sufficient tickets remaining and we could reserve them a table. Cullyn and Ryan with hands up. Cullyn wondered if we are following up about more help, and yes, we will resend. Ryan and then Amy. Ryan will share out the emcee information. As to the day-of tasks, staff is still working on that, so by later this week or early next week we'll get it sent back out for more volunteers. Over to Amy – she wanted to get a sense of how soon we might expect to see things for proofing, and a fairly quick turnaround. We are hoping things will be more finalized within the next couple weeks and give folks a week to review. We have a deadline for the program, but will look at the calendar for the other items per Kevin.

Ryan noted that we can wait until after the holiday weekend to make too many asks. Matt is happy to help with Proofing also.

- 9. Next action steps** - Emily recapped that they will be noted in the minutes. Elizabeth will follow up with the Governor's office after the holiday. It isn't unusual not to know how well in advance. As long as we haven't received a decline, it could still be possible. Of course they have other things going on, so we'll work with it. Cullynn wondered if there was need for help with the vocalist. Ryan and Yvonne are working on that but perhaps could coordinate and offer suggestions if any (none coming to mind, but will follow up via email). Ryan said hopefully it will be someone local, it's still in progress. No update so far. Hopefully more to come next week. It has to be local since we can't pay for their travel, it's a volunteer basis to start the program. Stay tuned for more. Janet said she could sample food if needed. Jokes aside, Janet wondered if we could invite Melinda. Thanks for the suggestion. Emily should have her contact info. No other questions heard prior to adjournment. Meeting adjourned at 3:49pm. Have a good afternoon, see you next time. Matt will reach out to Emily about DSP. Ryan will send an invite.
- a. Judging process – working with leads to get remaining scores and rationale today. Let us know if you have process improvements. Current suggestions noted. Trophies have been ordered. Certificate and PPT work continues.
 - b. Nominee highlights – Small Non-profit this week, and others weekly until the event. Please watch for and share them on your channels.
 - c. Work continues to follow up with nominees about photos, releases, and attending the event.
 - d. Volunteer sign up sheet, travel, hotel – sign up for day of tasks and take care of travel and hotel ASAP if not already. Let us know of process improvements. Can send last year's.
 - e. Hotel update – will reconsider covering guest travel and getting a larger block of rooms in the future.
 - f. If we need any more help, we will certainly ask, so please watch your inbox and be prepared to jump in during meetings
 - g. More information to come on various aspects (vocalist, emcee, local accommodations and venue etc.)

- h. Work continues on vocalist and guest speaker/volunteer preparation for day of including subcommittee (emcee, trophy presenters, supported employees also).
- i. Sponsors have been thanked and supply orders are in process.
- j. More asks to come – proofing for program book and other items mid to end of September.
- k. Register to attend inf coming, including guests, all must be separate.
- l. More info to come on Governor's attendance or video as well soon.

10. Next meeting: Thursday, September 7, 2023, 3 p.m. to 4 p.m.

Important Note:

31st Annual Governor's Employer Awards

Friday, October 6, 2023

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

Hotel: Hilton Gardens