

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

Awards subcommittee meeting | Thurs., Sept. 14, 2023, | 3 pm to 4 pm

Minutes

- 1. Welcome** – Meeting called to order by Ryan at 3pm. Checking in with folks. Waiting a few more minutes for folks to join. Amy had technical difficulties, calling in via phone, video on laptop; Kevin had to step away. Hopefully more folks will join us. Ryan explained that he would take the lead in Yvonne's stead as she was stuck in traffic, and Matt could not join us. The meeting started at 3:05pm.
- 2. Roll Call** – Present: Emily, Ryan, interpreter (staff); (Ryan leading), Amy, Lucas, Kevin, Cullynn, Janet, Daniel (subcommittee members). Thank you to those who joined. Clarence not present.
Absent: Tammy, Matt, and Yvonne excused. No others heard.
- 3. Housekeeping Rules** – reminder to state your name and speak slowly, take turns, and raise your hand to make a comment. Explanation from Cullynn about how to raise your hand on a mobile device using the app. Reminder about respectful listening and disagreements.
- 4. Approve August 31 and September 7 meeting minutes** – Reminder from Ryan that we are approving both sets of minutes as there was not a quorum present to approve the minutes at last week's meeting. Both were sent with the materials. Ryan asked re: review and for a motion to approve. Kevin so moved for August 31; question from Amy about needing to be present to second. Kevin believed it would be fine but deferred to staff. Ryan confirmed. Amy seconded. For last week's minutes on 9/7, Kevin so moved, and Lucas seconded. Motions carry, minutes approved. No concerns or issues heard to be added to today's agenda.
- 5. Community Outreach Proposal by Kevin** – Ryan deferred to Kevin. Kevin reported that Wenatchee has a community calendar, and we're not on it, and found a contact number listed. He suggested that we reach out to this person and invite local elected officials. He wondered if there was someone local who could help with this, and if we had enough meals left. He wants to get the word out, regardless of whether the Governor is attending. Ryan

asked for thoughts. Emily reported that Yvonne has reached out to the City of Wenatchee, and that we won't be opening the event to the public until the week prior to the event, once all sponsors, nominees, nominators, and guests are registered and we know how many seats remain. Kevin thought Yvonne's ask was a while back, and since the event is coming up, we should be reaching out now, and send a news release to the local media, and engage our local members to help in getting the word out. He doesn't believe we'll overshoot the 70 seats available. Kevin noted that he does need to leave shortly. Ryan asked for any other thoughts. Amy appreciated Kevin's intentions. She said if it's the news media we're looking for, sometimes getting inundated is a possibility, so 3 weeks or more to put it into the calendar but maybe an initial ask with a follow up might be warranted. Perhaps if we're worried about seats, we can invite the news media, but not the general public. Kevin thought it was a good marketing opportunity to get the word out about us and wanted to put it on the radar. Ryan called on Janet. Janet agreed, we have rarely filled all of the seats since there is some attrition, and we've typically invited VIPs from the area. We used to send out an ask to brainstorm. Janet believes that having the mayor or someone invited who is local would be great, she thought it was a great idea, she's not sure where we're at with seats but thinks it is a good idea. Kevin noted that he shared the info for someone to follow up with, and it may help if we knew the Governor's plans. Cullyn wanted clarity about if we were waiting until we knew how many empty seats we had, wouldn't that be a little late to invite the mayor, it's one thing for the general public, they just wanted to understand the timeline. Janet asked for Emily's input. Emily suggested that she could check her list after the meeting to see how many seats we'd have left after all who are expecting are registered, and loop in Yvonne to see about asking even a handful of folks without opening it to the general public. Ryan asked if Kevin had any thoughts. Kevin wanted to come up with some action steps about who would be following up about getting on the calendar. Ryan asked if there were any other comments on this agenda topic. Lucas wondered about inviting the local representatives on the Eastern side of the state. Ryan appreciated the suggestion. Yvonne is still running late. Moving on.

- 6. Thursday, October 5th Logistics** - Ryan reported that we are tentatively planning a dinner meeting at 6pm on Thursday, October 5, for those who can make it and will be arriving between 2-5pm. He believes we can go ahead and make reservations at a restaurant near the hotel from 6-8pm if that's alright with folks. Cullyn concurred and saw the email also. They are not sure if they will arrive in time yet. Ryan verified that Amy would also be arriving later and can't be there in time, either. Amy confirmed. Cullyn mentioned that if folks are arriving later, perhaps they could get together as a group, as well. Ryan mentioned that he and Emily can share the info about who is arriving at a later time after the meeting. Ryan was able to secure an interpreter for the Thursday evening meeting as of today, so he will have communication access as well. More information to come.
- 7. Marketing Update** – Emily reported that the Large Public State Employer spotlight went out yesterday. We have a plan to recognize the remaining categories in the weeks leading up to the event. We have followed up with nominators about photos and releases this week, and will follow up once more about event attendance next week. Registrations are being tracked. Emily will check in again after the meeting to see where we're at with this. If any subcommittee members attending haven't registered yet, please do so. Let us know if you need assistance with confirming any of your arrangements. No other questions, comments, or concerns heard on this subject.
- 8. State Per Diem Adjustment Update** - Ryan reported that as of October 1, the state per diem rate for hotels will be going up from \$98 to \$107 dollars. Meals are \$59 currently, he's not sure if that will change. Mileage will be the same. He noted that this happens each October, and was informed by the hotel, and so folks will see the update reflected on their charges. He wanted folks to be aware. No concerns heard.
- 9. Dan Thompson Statewide Employment Rally Discussion** – Ryan asked Janet on this. Janet was asked that WISE have time at the start of our event to promote the statewide Dan Thompson Employment rallies (October thru March regionally prior to the statewide event in April in Ellensburg), or hand out flyers, and wanted folks thoughts on that. They want to build awareness about the events. They would be saying what it is, where it is, and encouraging folks to come out around supported employment. It is

relevant, per Janet, so hopefully we can find a way to have them contribute. Amy thought that it sounded in alignment with what we're doing. She's only been to one, so doesn't know if we've done anything like this historically, but it sounds fine to her. Janet noted that we have had sponsors speak in the past, but this presentation would likely be briefer, and if they can't speak they'd like to have a flyer at the registration desk. Janet called on Emily, who mentioned that her recollection matches Janet's, and doesn't foresee it being an issue (although we may want to run it by Yvonne also). Ryan did not foresee an issue either and believes we should do both, so it doesn't get missed. Janet will run it by Yvonne and Matt once more and then get back to the contact. Ryan confirmed and asked Janet to cc staff, and she will. No other comments on this.

10. Event Logistics – Registration, etc. - Emily reported that with the addition of the transition students, we should have plenty of volunteers for event day now. Thanks to those who have signed up to help so far. We will fill in the remaining slots accordingly and can resend the sign-up sheet again. If folks have any process improvement ideas, they can share them at the prep meeting on 10/5. We will ensure last year's feedback is taken into consideration as well. More info to come on local accommodations for those attending (walking map from hotel to venue, venue setup and layout, local restaurants, etc.) Please continue to share the listserv messages and Facebook posts on your channels. Some materials (PPT, certificates, additional trophies for sponsors) will be sent for proofing tomorrow. The program will be sent for proofing early next week, and then sent to print (including braille). The Governor's office should be recording their video today. We now have 87 event registrations. We are still expecting more. Nothing else heard on this topic.

11. Other Tasks - Emily reported that we have nearly everything needed for the PPT now, thank you to everyone who has assisted with the various pieces for this. The trophy shop has confirmed that we can add additional trophies for sponsors as promised, and that they can ship the trophy to the recipient who cannot attend. Needed supplies have arrived at the office and will be inventoried early next week. Accommodations and refreshments have been arranged for the day of. We have a couple of sponsor registrations and are awaiting more. The news release announcing

recipients is ready to be sent to the Communications office after the event once all recipients have been notified. There will be another meeting at this time next week, stay tuned for the minutes, and any additional action items. Ryan added that Elizabeth is working on a proclamation with the Governor's office about the NDEAM, as well, so hopefully we'll have that soon too. No other comments heard. We will fill in Yvonne and make sure everyone receives the notes. Amy wanted to see the task list again. Emily said we could resend it. Hearing nothing else prior to adjournment. Have a great afternoon, thanks everyone for your time today.

12. Next action steps – Emily noted that:

- a. The Governor's video is in progress as we speak. The proclamation is in progress.
- b. We will see about inviting Melinda, former staff, space permitting as well as some VIPs, and the WISE representative(s).
- c. We have nearly everything needed for the PPT at this point. There will be another opportunity to discuss process improvement suggestions at the pre- and post-event meetings. Last year's will be taking into consideration. Recipient trophies are ordered, and sponsor trophies will be added soon. They will be sent for proofing tomorrow along with the PPT and certificates.
- d. Nominee highlights will continue weekly leading up to the event, ready to go. Please share on your channels.
- e. We are almost all set on photos and releases, as well as event attendance from nominees and nominators, and follow up work continues this week and next.
- f. Volunteers signup sheet, hotel, and travel – sign up for day of tasks, and ensure your travel and hotel are arranged ASAP, if not already. We will resend the task sign up list.
- g. Hotel – we will consider covering guest travel and booking a larger block of rooms next year, as well as checking the area for competing events.
- h. Please watch your inbox and attend meetings in the coming weeks for any last-minute asks for assistance as the event approaches.
- i. More information to come for those attending on local accommodations/venue.

- j. Work continues on vocalist and guest speaker/volunteer preparation for day-of, including subcommittee members (as well as trophy presenters, and transition student volunteers).
- k. Sponsors have been thanked and invited, and supplies have been ordered, so we are in good shape there.
- l. More asks to come tomorrow and early next week regarding proofing, please stay tuned.
- m. If you or anyone you know wants to attend, including guests, and has not yet done so - please do so ASAP se we can include it in our count.

13. Next meeting date and time: Thursday, September 21, 2023, at 3:00 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