

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

Awards subcommittee meeting | Thurs., Sept. 28, 2023, | 3:00 p.m. to 4:00 p.m.

Minutes

- 1. Welcome** – Meeting called to order by Yvonne at 3:04pm. Had been waiting for more folks to join. Checking in with folks. Welcomed all. Pause for interpreter issue. Clarence's hand – checking to see if Ryan might be having a bandwidth issue. Usually, it isn't an issue, but could be. Ryan transferring host and then logging back on. Host transfer didn't work, all got kicked out of meeting. Welcome back all, clearer picture on interpreter now. Still freezing for Matt (Cullynn's hand up inadvertently). It is OK on Yvonne's end. We will make due. Interpreter audio is freezing a bit for Yvonne. As long as it's working for Ryan and he can see her, Matt thinks it's fine. We need to hear her though, per Yvonne. We will go ahead.
- 2. Roll Call** – Present: Ryan, Emily, interpreter (staff); Yvonne (leading), Clarence, Cullynn (apologies for being late also), phone user Tammy due to computer issues but may be able to switch, and Matt (apologies for being late) for subcommittee members. Those absent are below. We will try to make up time due to the late start. Moving on to housekeeping.
Absent: Kevin and Amy excused. No others heard.
- 3. Housekeeping Rules** – reminder to state your name, speak slowly, take turns, and raise your hand to make a comment.
- 4. Approve September 21 meeting minutes** - Yvonne asked staff re: quorum. Not present. Tabling for next time.
- 5. Thursday, October 5th Logistics** – Reminder from Yvonne that you need to pay for your own dinner per the email from Ryan. The dinner meeting in Wenatchee will be at 6pm on 10/5, the info was sent out from Ryan. It will be a working dinner (certificates, nametags, etc.) so Friday will be less hectic. A reservation has been made. Some people will be walking, some driving. It's a little way from the hotel, but Yvonne has some seats available in her car if needed, her husband can drive. Yvonne is excited. It is down to the wire. That's all for this topic.

- 6. Marketing Update** – skipped initially and revisited. The program has been sent to print, per Emily. The DSP nominee spotlight went out yesterday, Gov’s Trophy will go out next week. We are good to go on photos and releases, the rest who didn’t submit them will be using logos for the PPT, but hopefully represented at the event. We received 1 more recent nominee registration, the deadline is tomorrow, an initial meal count was sent to the venue today and they will following up on Tuesday for any additional registrations. Nearly everyone is represented as far as nominees and nominators, except those that can’t attend, but we are keeping track and will ensure their trophy (if applicable), certificates, and programs are mailed to them. Let us know if we can help address any questions prior to the event. Ryan with a comment – he will check about the ESD Comms dept. on the rules around the photo releases. He will take care of that after the meeting. We are considering publicizing the event for next year to the local region via the statewide chamber of commerce list. The Dan Tompson speaker is confirmed for this year, which is exciting. Thanks, from Yvonne.
- 7. Per Diem and Travel Expense Info: Update** - Ryan shared the per diem info and the breakdown for meals via email. Does anyone have any questions? It is helpful to know. Cullyn appreciates it and concurs with Yvonne. Ryan is glad.
- 8. Event Logistics – Registration, etc.** – Transition students/staff will be helping and briefed about YLF beforehand at about 10am, then seating folks, and welcoming. Emily has the task list, and if you haven’t signed up for a job yet, it will be helpful. We can resend it if needed, or folks can sign up beforehand. Thanks to those who have already done so. Brief mention of refreshments (there will be snacks and beverages available for those assisting the morning of). There are some changes to the program as of today – Elaine will be helping read nominees and the ESD sponsor will be speaking briefly as well (Emily will make the needed PPT modifications). It is too late for program (already printed). Yvonne wonders if the sponsors slots will be after the Gov’s video? Emily will have to look at the PPT to see where the sponsor remarks are, it may be after opening remarks, it will be helpful to know where it will fit. Anything missed, gaps in tasks or duties per Yvonne?

Per Emily, the Governor's video acquired, for those that missed last week's meeting. We will have the prep meeting on 10/5 to share ideas process improvements (and can recap from last year as needed). Let us know if you need any other info about the area. Please share the final listserv and Facebook posts. Materials have been proofed and sent to print where applicable. We have 126 registrations currently, near closing. Brief recap of the hotel per diem increase, the other info on meals sent out (dinner and breakfast morning of). Info was provided on the restaurant for the dinner meeting. Over to Ryan. Reminder that folks will be responsible for paying their per diem costs up front (including dinner on Thurs), and then will be reimbursed for that and travel afterwards. Just to be clear.

9. Other Tasks – Any other tasks or questions? Hand from Cullyn. Seems like we are more prepared and set to go, so that may be why we are quiet today, good job to the team – is that everyone else's thought? Yvonne concurs, we have a great team and started early, we knew we were in person and everyone has been engaged and sharing the load so thank you everyone. Hearing nothing else, we will see everyone at dinner on Thursday night. No meeting next week. Take care all. Before we go, for the final meeting, it will be on October 19 – we will set the agenda after this. Yvonne will send her personal cell if we need to reach her during the event. Meeting adjourned at 3:36.

10. Next action steps –

- a. Last minutes will be approved at wrap up meeting due to lack of quorum today
- b. Let Yvonne know if you need a ride to the working dinner meeting on 10/5 in Wenatchee
- c. The Governor's trophy nominee spotlight will go out next week, please share on your channels.
- d. Final headcount will be sent to the venue on Tuesday afternoon after registration closure.
- e. We will mail certificates, programs, and trophy(ies), if applicable, to those that can't attend.
- f. Let us know if you have any questions or concerns we can address prior to the event, or any other information we can provide.

- g. Ryan will take care of checking with the ESD communications office around the photography aspect after the meeting.
- h. Next year, for marketing, we will consider publicizing the event to the local region sooner via the chambers of commerce list that the statewide organization in Olympia maintains.
- i. Elaine will brief the transition students about YLF at 10am, and then they will help with greeting and welcoming folks.
- j. Let Emily know if you need to see the task list again or sign up for a task on event day.
- k. Snacks and beverages will be made available for those assisting the morning of.
- l. Emily will make the necessary modifications to the ceremony PPT to add Elaine as a nominee announcer as well as the ESD sponsor speaking slot. She will check on where it is in the program.
- m. Please be prepared to share any morning of process improvement ideas at the prep meeting on 10/5 in Wenatchee. Folks will be responsible for paying their own costs and will be reimbursed.
- n. There will be no team meeting next week aside from the dinner in Wenatchee. The wrap up meeting will be on October 19 at this time. The agenda will be set after this.
- o. Yvonne will share her cell phone number with everyone after the meeting in case they need to reach her during the event, and encourages others to do the same.

11. Final Wrap-Up meeting date and time: Thursday, October 19, 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