

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

Awards subcommittee meeting

October 19, 2022

11 am to 12 noon

Minutes

- 1. Welcome** – meeting called to order at 11:02am by Janet, said we are going to go ahead and get started, thanked everyone for their time, reminded everyone that this is the last meeting before our event on Friday, and acknowledged that we started meeting in January and that folks have put in a lot of time, for which we are grateful and looking forward to a great event.
- 2. Roll Call** – present for staff were Ryan and Emily, subcommittee members: Yvonne, Matt, Amy, Cullynn, Lucas, Mike, Janet, Daniel, and Tammy on the phone. We did not hear from anyone about being unable to attend.
- 3. Housekeeping Rules** – please speak one at a time, identify yourself before speaking, and use the reactions feature, raise your hand onscreen, send a chat, or speak up to be called upon.
- 4. Approval of October 12 meeting minutes** – detailed minutes were sent last week, if everyone had a chance to review and no one has questions (none heard), we sought a motion to approve (Mike moved and Yvonne seconded), minutes were approved as written.
- 5. Event Program Update** – Janet shared that we will be going over any last-minute updates or needs for the event on Friday. She asked Ryan to share an update about the ramp and staging. Ryan shared that Elaine has arranged for a ramp to be delivered on Thursday and that he will stay to ensure it is picked up or coordinated. He hopes everyone is ready and excited for the event and to meet in-person. We have 69 registered so far, with a couple of dropouts, and may also have no-shows or folks not registered on the day of as well. Janet let us know of an additional registration. He also shared that we learned a lesson for next year due to the low attendance and will plan to provide a better projection of our attendee numbers, so as not to impact our contract, and meet the food and beverage minimums and have a better budget plan. Janet shared that the

attendee count is often affected by the number of completed nomination submissions we receive. Ryan suggested we also plan to try to book the venue and start the lengthy contracts process sooner.

Matt recommended we consider making the reservation for next year as soon as the event concludes, which is something his organization has done in the past. Janet mentioned that we typically try to do that with Microsoft, but they were not allowing outside parties this year. Amy mentioned that she'd like to see the ceremony move around to different regions, which may affect our ability to book that far in advance, but may help with involvement of the subcommittee and nominee attendance.

Amy also wondered about the room size and optics of having so few people in attendance, but Ryan and Janet shared that because of social distancing and the room setup, it should be fine.

Emily shared that the remarks for the Governor's video were submitted today and will be filming tomorrow for insertion into the ceremony presentation. She also shared that she went into the office yesterday to print nametags, certificates, pickup program booklets, and gather registration supplies, and will be going in again tomorrow to pickup the trophies.

Janet mentioned that we know of two nominees who are unable to attend and will make sure their certificates and/or Awards get to them.

6. Marketing Update - the new release will be sent out Monday morning to the listserv and external media announcing recipients, photos will also be posted that afternoon, and we will be sure to include the nominees. The final teaser recognizing the last nominees also went out on Friday. A reminder about the event went out this morning.

7. Task List Overview – all volunteers have been secured and assignments filled. Some are staying at the hotel on Thursday night and some coming Friday morning. Let us know if you need a copy of the list or have any questions via email, happily our photographer slots have also been filled.

8. Next action steps: Friday, October 21 – all day

Janet let us know she would be staying over at the hotel on Thursday and would provide her cell number, and Ryan said he has an appointment tomorrow afternoon but will provide his cell number. Yvonne and Cullynn shared that they will also be staying over. Janet let everyone know that

Elizabeth supports our program wholeheartedly but may be unable to attend due to a personal health situation and needing to reduce the risk of bringing home an illness. We will need to setup a time for the recipients to meet with the governor. Amy gave kudos to staff and all for keeping track of everything and handling all the details.

9. *Next meeting Wrap up date: Wednesday, November 2nd from 11 am to 12 noon* (skipping next week's meeting on October 26th). After the wrap up meeting to brainstorm positives and areas for improvement, we will take a break until early next year. Matt and Yvonne will be taking over as co-chairs at that point.