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

Awards subcommittee meeting

May 4, 2022 - 11 am to 12 noon

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Minutes

1. **Welcome** – meeting called to order by Janet at 11:02am
2. **Roll Call** – members self-introduced, present were Janet, Amy, Kevin, Matt, Mike, Lucas, Clarence, Kristin, Ryan, Elizabeth and Emily
   Note: Yvonne was excused
3. **Housekeeping Rules** – Members were reminded to state their name prior to speaking, raise their hand to make comments or use the chat, and it was noted that new business would be added at the end, time-permitting, with the scheduled adjournment time at 12 noon
4. **Approval of April 20th meeting minutes** – members were reminded that the minutes are sent ahead of time for those who were not able to attend the last meeting, Kevin moved to approve, and Mike seconded, and hearing no objections, the minutes were approved as written
   It was noted that the minutes from Jan-Mar can be sent to new members if needed as well (contact Ryan)
5. **Awards brochure Update** – it was noted that hardcopies were sent to the handful of people that had responded to request them last week, have been received for the most part that we know of (have heard from Kevin and Amy in the affirmative), Mike noted that he hadn't received his yet, Emily confirmed that they all went out at the same time last week and that Mike's address was correct, he is going to let us know by Friday if he still hasn't received them and we will attempt to resend the 10 copies at that time if necessary, he noted his mail service has been slow lately
   Was noted that otherwise the brochures are ready to begin distributing and will be posted to the GCDE Website, Facebook Page, and Listserv, and links provided to each for sharing purposes
6. **Update on Application Packet –** Emily shared that we are ready to go on promotion now and the packet will be ready for launch on the May 13 deadline, Janet noted that we have simplified it, removed redundancies, and separated the instructions from the forms for ease of use, it was noted that the website will be updated and links made available for printing purposes, and more information will be provided at the next meeting for the timeline of planned reminders
7. **Decision on Awards Event Platform on October 21, 2022** – much discussion was heard from participants with regards to various considerations including public heath and safety, attendance, budget, and sponsorship needs, with a note that this is our 30th annual event and has been virtual the past couple of years, but held in-person with a meal at Microsoft pre-pandemic, to include speakers such as the Governor. Benefits to both options were discussed at length. Elizabeth noted that there is currently no guidance prohibiting an in-person gathering, but that could change. Members expressed preferences for both in-person and virtual options, with a note that we do not currently have the capability to offer a hybrid option due to technical limitations, although we recognize that may be a preferred option as well. Members also noted they the understand the difficulties in hosting such a combined event. A comment was made regarding which type of event would be easier to change if needed (in-person vs virtual), and it was noted that we likely do not have the bandwidth to plan for both kinds of events at once, in the event that one cannot move forward (such as an in-person event). A comment was made that some folks may have contacts for the future that we could

consider for a hybrid option that might be willing to donate the space and technology in-kind (such as SPSCC). It was also noted that it is generally significantly less expensive to hold a virtual event (even with accommodations) by the time you account for travel, venue, and meal expenses at an in-person event. It was also suggested that if an in-person event is held, it does not necessarily have to be the same as it has been in the past, for example – we could do a large virtual event and then consider having a smaller in-person event for recipients only at a later date. In the end, it was decided to conduct a poll of the full subcommittee (and perhaps a few outside stakeholders) to gather more information, ideas, and input in order to make a more informed decision.

8. **Sponsorship Update –** this was tabled to the next meeting in the interest of time, although at the time of writing, subcommittee member Clarence Eskridge has provided a list of companies focused on diversity to consider reaching out to

9. **Marketing Work Group Update** – this was tabled until the next meeting in the interest of time

10. **GCDE Communications Marketing Plan on Awards Subcommittee** – this was tabled until the next meeting in the interest of time, however, Emily will look into some timeline information on what has been done in the past in terms of reminders for the next meeting

11. **Next steps** – The previous minutes will be sent to new members if requested, Mike will contact staff if he has not received his printed brochures by Friday and they will be resent at that time if necessary, links will be shared to the brochure for folks to begin distributing, links will also be provided to the packet for printing purposes when it launches at the end of next week, a poll will be conducted to gather more input about people's platform preferences prior to deciding, and we will come back to the next meeting with some information on the timeline for reminders based upon past data

12. *Next meeting date: Wednesday, May 18th from 11 am to 12 noon*