

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

### Awards subcommittee meeting

August 3, 2022

11 am to 12 noon

#### Agenda

- 1. Welcome** – meeting called to order at 11:03 by Ryan, welcomed everyone, it should be a brief meeting today.
- 2. Roll Call** – Present: Clarence, Tammy, Lucas, Kristin, Emily, Ryan, interpreter Yvonne and Kevin were excused, did not hear from anyone else Janet couldn't join us today so we will proceed with Ryan leading Kristin will not be able to make next week's meeting, nor will Emily, due to YLF. She will also be at orientation for the following meeting on August 17. Items covered in the agenda were recapped as her previous meeting today ran long.
- 3. Housekeeping Rules** – Use the raise hand feature, ID yourself before speaking, pause as needed for the ASL interpreter, please do not use chat to communicate today as it is not accessible.
- 4. Approval of July 27, meeting minutes** – Clarence moved to approve, Tammy seconded, minutes approved as is.
- 5. Venue discussion and Update** - we have done lots of research, narrowed it down to two potential venues, Janet and Elizabeth agreed to making a selection as we are running short on time, have decided on Hilton Embassy Suites in Lynwood, which is up north in Snohomish County off of I5. There is parking, it is accessible, and Janet has attended events there before. They have a large room available for lunch, with round tables for seating. We are working on negotiating the prices, with our contact, getting more information and details.

This venue has the staff, parking, and access we need. We decided against the other venue, South Seattle college. Although it had lots going for it, there was a concern with accessibility of the meal option (a buffet, not a plated meal), and the level of staffing available. So an executive decision was made to go with the Embassy Suites.

A question was fielded about if they have assistive listening devices available as well as any other needed technology. It was shared that we will be conducting a walkthru for access purposes at some point. Ryan has never personally been to that specific location, although Janet has, and recommended it. She may have more info to share on that when she returns. Our understanding is that it should have the setup we need, so we are not currently concerned with that at the moment.

Clarence did not have any additional commentary on the selected venue, Tammy has no concerns, and although has not been to that specific venue – has been to others in the chain that seemed adequate and accessible for events.

- 6. Social Media and Nomination Application Update** – We currently have 46 incomplete nominations in the system, and 4 complete (large non-profit, governor’s trophy, direct support professional, and youth). We continue to get a good reach on our social media posts and will continue with those as scheduled (weekly reminders), along with the targeted flyers.

Ryan reached out to all of the chambers of commerce in WA yesterday using a list provided by our communications office, and will follow up.

A question was posed about if there is an invite letter with the venue drafted yet, Ryan and Emily shared that we do have a template in our files from past events that could likely be updated so it is ready to send once the venue is finalized, but for now we are still working on the contract.

- 7. Sponsorship Update** – Microsoft has agreed to sponsor 2,500, we have reached out to our contact at WSECU (past sponsor) last week, and have also contacted Boeing and T-Mobile. We have several others on the list, including BECU, but you need an account login to access that form, so we are working on the logistics of whether that’s allowable. It was advised that we be careful with that sort of thing as a state agency, and could consider reaching out to the AG’s office for a consult if concerned.
- 8. Marketing Work Group discussion/Update** – The two final flyers are almost ready, we have the Direct Support and Governor’s Trophy left. Janet sent them to Emily last week for feedback, and Emily sent back some edits,

she will follow up with Janet to see if they were finalized and then plan to get them distributed over the next couple of weeks if so.

- 9. Other Tasks and Projects** – we need to select an emcee, the group was asked for feedback, Jerry Farmer with the local radio station in Olympia was suggested – he is well known in the area and available to emcee events.

A question was posed about if interpreters have been reserved for the event yet, and Ryan shared that we are still working with the venue on the exact timings (Emily confirmed the 11am-1pm timeline that we have used for past lunch events), and shared that he will make those reservations once finalized with the venue.

Emily mentioned that a training is still in the works for those interested in serving on the judging panel, and shared that Janet was going to send some possible dates so that a poll could be sent out, we will follow up on that.

- 10. Next steps** – Ryan will continue to work with the venue, Emily will find the invite template to update when ready, we will follow up on the flyers and get those ready to distribute, we will continue to reach out to sponsors, we will get the poll out for the judging panel training, and we will work on securing an emcee.

Follow up on these items will be conducted as needed and folks are welcome to reach out via email with any other thoughts or ideas.

- 11. Next meeting date: Wednesday, August 10 from 11 am to 12 noon*