

August 10 Awards Meeting Minutes

Meeting started approximately at 11:02 am

Roll Call:

Staff: Ryan

Chair: Janet

Members Present: Yvonne, Matt, Mike, and Clarence

Absent: Kevin, Lucas, Amy, Cullynn, Kristin

August 3 Meeting Minutes was approved by Yvonne then seconded by Matt

Housekeeping rules were explained

Venue Update:

Ryan stated that he received a contract from Hilton Embassy suites however, we need to go through the formal contract process with ESD to ensure that this contract is in compliance with the state contract policy and procedures. This takes time.

The banquet room will be available from 7 am to 5pm on Friday, October 21

The hotel knows we are reserving the room for the 21st so all we need to get the contract going through the process and have Elizabeth sign it.

Social Media:

Janet was filling in for Emily.

GCDE received 4 nomination submissions and there are 47 pending nominations to be submitted.

Email notifications are sent out on a weekly basis so soon to end email notifications then we will send out a different approach via email and Facebook.

Nomination submission deadline is coming to a close so we will extend the deadline to September 1st

Emcee:

Janet announced that Ryan secured Barry Long as GCDE's Emcee for October 21st awards event. Great news. That Barry Long accepted GCDE invitation to be GCDE 30th anniversary awards emcee.

Sponsorship:

GCDE received a 2nd sponsorship request from WSECU for \$2K level today. This brings to the total amount of \$4500 from Microsoft and WSECU. We sent out a few sponsorship requests and still working on a few more.

Marketing Plan: The work group completed all 4 of the specific category flyers and Emily will release the Direct Support Professional flyer this week, with the Carolyn Blair Brown one the week following. The group will take a break on meeting until the nomination deadline closes and will then start working on marketing teasers to build excitement for the ceremony and highlight those nominated.

Selection Work Group: Janet will be doing a training to those interested in judging submissions. Still have the survey open and hoping more will take the survey to select the best date for the training

We will need volunteers to support the efforts of contacting those nominated to collect release of information forms and photos. Yvonne stepped up to help with this and we would like at least one more to help as well to make the task more manageable. Please let us know if interested.

Action Steps:

Continue to work on a hotel contract

Remind people to please submit their nominations before the deadline

Continue to do with marketing and advertising

Next meeting date and time will be on Wednesday, August 17, 2022. Janet will not be in this meeting so Ryan and Emily will be in this meeting.