

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

## Awards subcommittee meeting

August 24, 2022

### Minutes

- 1. Welcome** – meeting called to order by Janet at 11:02, welcomed everyone, said that it would be a small group today because we heard from some people that they couldn't make it.
- 2. Roll Call** – Present: Ryan, Emily, Janet, Yvonne, Clarence, Kristin, interpreters. Matt, Mike, and Amy let us know they couldn't make it. Ryan shared that he will be out on vacation next week.
- 3. Housekeeping Rules** – state your name prior to speaking and speak 1 at a time, use the raise hand feature, chat, and reactions as needed to express opinions, mute and unmute yourself as needed, we will adjourn on time.
- 4. Approval of August 17 meeting minutes** – this is the only vote we are conducting today and will still be acceptable even though we have a small group, Yvonne moves, Clarence seconds, approved as written. We will send the minutes out to update those that can't attend, we have lots to share, it has been a busy week and will be even busier next week as the nomination deadline closes.
- 5. Venue Update** – Ryan toured the Hilton Embassy Suites in Lynwood yesterday, shared an update, worked with a nice gentleman called Ryon with an 'o', they discussed the venue for about an hour and a half and conducted a tour of the ballroom and surrounding area, it has three sections that can be closed off as needed, and will hold up to 400 people which is well over our planned limit of 250 attendees, and should give plenty of space for people to spread out and still see the screen.

They also discussed the stage setup and visibility. The screen will be behind the stage. There will be a ramp for wheelchair access, but we will have to rent it, because the venue doesn't have one on site and there are currently only stairs up to the stage.

They also discussed the logistics for food. There will be two options, chicken or fish. They can also accommodate those who have dietary restrictions such as gluten free, vegan, or vegetarian but will need at least a week's advance notice. We will ask this question on the registration form which will be included in the invite letter. We cannot bring outside food or beverages, but they will provide water, coffee, and tea service for \$45/large vat.

The room can also be setup to have chairs in rows at an angle viewing the stage. There will be round tables that can seat 8-10 people and wheelchair access will be included.

Ryan feels that it will be a great venue. There is a large atrium space outside where we can have a registration table. We have the spaces reserved from 8am-

5pm on Friday October 21, and the venue will conduct setup beforehand and teardown after.

We will have to rent the AV equipment for them, it is about 500 per package, which includes a monitor, mic, speakers and projector. We will need two for our purposes, totaling 1,000.

The contract currently sits with our ESD contracts department, and our assigned specialist is in negotiations with the hotel. It is a bit complex because Ryon at the hotel can only approve 2/3 of the main line items, but needs his director (who is currently out of the office) to approve the third.

We are hoping that this can be completed soon, and the contract can be pushed through soon if the contracts office agrees. It would likely behoove us to get it approved as soon as possible so that we can start sending out invites after the deadline closes next week.

We will provide an update next week. If we can't get it figured out soon, we may need to pivot to doing another virtual event on Zoom as a backup, but are not confident in our ability to secure a videographer at this juncture (which is the sole reason we would need this position) so we're hopeful the contract will go through.

- 6. Social Media and Nomination Application Update** – still 65 in system, now 7 complete – 1 Youth, 1 Large Non-Profit (possibly wrong category), 1 Governor's Trophy, 2 Direct Support Professional, 2 Small Private, a good mix of categories, marketing helped.

Deadline extension to Sept. 1 (as opposed to Aug 25) went out last week, one more reminder will go out on Friday.

We will add a sentence to the reminder on Friday to nudge those who may have started a nomination but not yet finished it. Currently, because of the way the nomination form is setup, the only information we have for the incomplete nominations is which category they are in.

We might consider splitting out the nominator information next year so that the nominator has to fill out their information before moving to the actual nomination form itself, that way it is saved and we can contact those who start and do not finish their nominations directly. Ryan and Emily will discuss this more offline.

- 7. Sponsorship Update** – Everyone was thanked for their ideas. We are currently still waiting to hear back from some companies we reached out to about sponsorship. Reminder that the sports teams can only make in-kind donations, not monetary.

Janet has 1 other IT contact that their agency has worked with in the past who she could ask, they often support in-person events as long as they can have a presence, but we will need to wait until the venue contract is approved and we know for sure that we will be holding the meeting in person.

**8. Marketing Work Group discussion/Update** –The marketing workgroup is taking a brief break now that all of the flyers targeted at the different nomination categories have gone out and got a good reach, but will be reconvening when it comes time to work on item #9 below, and will need help with that effort (historically staff has helped).

**9. Email teasers Discussion** – once the nomination deadline closes, we will begin highlighting nominees weekly, 1 category each week until the event, to gather excitement. We will need assistance drafting these messages, and can share examples from years past.

**10. Other Tasks and Projects** - We are preparing judging panel who will review and rate the nominations to select recipients, had an initial training yesterday with a PPT that simplifies and explains the process, though the process is the same as it has been historically, materials were sent to the subcommittee if you missed it, we need volunteers by Monday as we are getting ready to launch that process. Matt, Yvonne, Clarence, and Kristin have volunteered so far. We need at least 2-3 more volunteers at minimum. It is our goal to have the process be less rushed this year. We are compiling a list for conflicts of interest and will have a better idea of the needs once the nomination deadline closes. There are also some updates we are making to the form and are trying to get things ready in advance as it will be a heavy lift to complete next week once the nomination deadline closes. We also need volunteers to collect photos and releases.

**11. Next steps** – The final reminder will be sent out Friday and will attempt to target those who started a nomination but have not yet finished. Next year we will consider changing the format of the nomination form to collect the nominator info in advance, Ryan and Emily will work on how that might look.

Last year's Direct Support recipient has already agreed to come to the event to introduce the Award, this year's nominees, and announce the recipient. We will also need to reach out to the most recent Governor's Trophy recipient to do the same.

We are compiling a list of nominees and nominators for the conflicts of interest of the selection committee and still need two to three volunteers to assist with that process.

The nomination deadline is next Friday. There is a lot to do between now and the event, and we will continue to provide weekly updates at the meetings.

It was noted that there are not currently any nominations for the Toby Olson Award, the process of receiving the two letters prior to approval of the nomination and the timeline was explained, we may not have nominees for this high caliber award every year. It was suggested that we send reminders year-round. Ivanova Smith was suggested but it was thought that she may better qualify for the Governor's Trophy.

Regarding the venue, we will need to rent a ramp for the stage, the coffee services, and the AV equipment. We will also have to let them know about any dietary restrictions a week in advance and will ask for this information on the registration form that goes out in the invite letter. We are awaiting final word about the contract and hope to have an update next week. If approved, we can start sending out invites after Labor Day. If not approved, we will have to try to switch to virtual and find a videographer again.

We are still waiting back to hear from some sponsorship requests and will keep an eye out and let everyone know. Janet has one other company she could reach out to once we know we are secured to meet in-person at the hotel.

The marketing workgroup will need help coming up with the weekly teasers announcing nominees, so please let us know if you'd like to aid in that effort. We can share past examples if it would be helpful.

We also need people to collect photos and release forms. Yvonne has volunteered to help with this at a past meeting, but we'd like at least one more volunteer.

*12. Next meeting date: Wednesday, August 31 from 11 am to 12 noon*