

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

Awards subcommittee meeting

September 28, 2022

11 am to 12 noon

Minutes

- 1. Welcome** – meeting was called to order by Janet at 11:02am, Janet hopes we will be able to adjourn early today based upon our agenda, and welcomed everyone and thanked them for coming.
- 2. Roll Call** - Staff present were Ryan and Emily; subcommittee members were Kristin, Amy, Lucas, Cullyn, Matt, Clarence, Mike, Janet, and Tammy. Any late additions will be added to the minutes. We did not hear from anyone about being unable to attend.
- 3. Housekeeping Rules** – Please identify yourself before speaking, allow time in between, raise your hand onscreen, use the reaction button, the chat feature, or speak up at an opportune time to be called upon; otherwise please keep yourself on mute when not speaking.
- 4. Approval of September 21 meeting minutes** – comprehensive minutes were sent out, no questions were heard, Amy moved to approve with the note that the task list was sent separately but well referenced in the minutes, Mike seconded, all were in favor.
- 5. Venue and Sponsorship Update** – this was an update about where we are at, what's still needed, and what we're working on. There were two parts. Ryan shared that he received a couple of emails prior to the meeting with updates for the latter. But firstly, regarding registration, the link was sent out via email, even subcommittee members are not automatically registered so please do so ASAP and identify your meal choice, the hotel will need to know this information and a headcount. Regarding sponsorship, we heard from BECU before the meeting that they are unable to sponsor, and from DVR that they are currently reviewing the request and will get back to us, Ryan will keep us informed and we are hopeful that they can sponsor. Kevin had asked about this last week. No other updates or questions were heard on this topic.

6. Event Program Update - this is a general update about where we are with the program. The registration has gone out, including to the subcommittee and nominees/nominators, currently we are at 25 registrants with a good mix of both groups represented. It is nice to see so many registrations already. The deadline is October 14.

1 individual nominated for an individual award did decline their nomination and asked not to be recognized, we found out just before the selection committee met but thought that perhaps they just couldn't attend the event, however we followed up and confirmed that they do not want to be acknowledged at all due some timing and issues with the nomination so we will respect their wishes and remove them from the program and associated materials. It is in the Direct Support Professional category. They did ask to be considered in the future, and appreciated the opportunity and our work on the program.

Work continues on the program booklet (including large print), script, nametags, spelling confirmations for nominees, and PowerPoint presentation which serves as a visual guide for our program. Lots of hard work is still going on behind the scenes. A question was posed about if volunteers are needed in any of these efforts.

Amy and Cullynn both offered to serve as a second set of eyes as they know the amount of work it takes to put things together and that it is coming up quickly, help which would be appreciated, and let staff know we could contact them with requests. Janet shared that for example, we made some changes to include the COVID safeguards in the registration as the result of a second review, so it is useful oftentimes.

A question was asked about if reasonable accommodations such as CART, interpreters, and an FM system have been secured. Ryan shared that we do have CART and 4 interpreters booked, and that any requests for an FM system would be handled on a case-by-case basis if requested. A subsequent question was posed regarding whether the room is equipped with telecoil, and Ryan was not sure, but said he would check in with them and let us know. It was asked that an explanation be provided about telecoil, and shared that it is a system that works with hearing aids (when the room is wired to include it) to allow them to connect directly to the microphone which makes it easier to hear with less background noise, and

that is a fairly new system currently being used more so in the private sector than in the public sector, but that places are starting to move in that direction for assistive listening purposes and we have some folks who'd be interested to try it if available.

Janet shared that we would have designated tables up front for those using interpreters or CART. It was clarified that although it's becoming more and more readily available, telecoil is not always available, and that people could adapt if needed. It was also shared that there have been various changes to the technology available for assistive listening devices over the years and that, for example, there is an overlap between telecoil and FM systems in that one enables the other. An email address was provided that folks could reach out to if they are interested in learning more about this.

By way of other updates, it was shared again that the vocalist and MC have already been secured, so those parts of the program are completed. We are still working on submitting the trophy order and will need to confirm recipient name spellings. This is among the many behind-the-scenes tasks that are currently underway.

Amy shared that she had some feedback on the survey and would email it to staff. It was clarified that there are two surveys, one provided at the event about the event (which it was recommended be kept short), and another longer version provided to nominators via email afterwards to collect feedback about their experience with submitting a nomination. Amy said her main edits were to some wording on a few of the questions.

- 7. Marketing and Email teasers Update** – Janet thanked Kristin for her work on these so far and said they have been well done, Kristin shared that she is currently working on the Youth category (editor's note: this is a correction), for this week, and the Small and Large Non-profit categories for next week. She will be traveling starting tomorrow through the weekend and had asked staff to send her the information for both, and will have them turned in tomorrow before she leaves. Janet asked if people saw the one that went out last week with the lion graphic from Clarence's son, people confirmed, she said she thought it was just fabulous and that Dominic is a talented artist who created something that went well with the teaser. She believes these are an important piece of marketing and publicity that employers

have been sharing with their teams and that even if they are not the award recipient, this is a piece of recognition that can be displayed.

- 8. Task List Overview** - Janet shared that we had filled in what was included in the minutes from last time on our volunteer sign up sheet, and that we still need some volunteers for the day of the event, even though we have made some headway and have a great start. She thanked everyone in advance for their willingness to travel to and assist at the event in what is sure to be a busy morning from the time people arrive. Emily shared the list on the screen and Janet read through and explained each different section.
- The first task was the work party. We still need a couple more people to volunteer to do the last-minute prep items needed around the venue. The next task is the walkthrough, which people can still help with even if they are helping with registration for example, this is one that would still work even if you arrived at 9am too because of the timing. But the walkthrough will begin at 8am and serves the purpose mainly to test the program setup in the banquet room and ensure everything is ready. We may already have a full team for this, to include our MC.
- The next task is registration. Setup will begin at 9 and table staffing will run through 11:30, not only will it be for registration but also for questions, we needed one more volunteer and Tammy (who had just joined the meeting) volunteered to help.
- The next task is photography, which Amy Cloud has volunteered to help with. We will need at least two photographers, one to take candid photos (which Amy said she'd be comfortable with), and another to take photos of the certificate and award acceptance. This commitment will range from about 10:30-2:30pm. Yvonne may have found us a professional photographer; however, they would be coming from a ways away (Spokane) so there are still logistics to work out even though they have expressed interest and they are not fully confirmed so we will have to wait and see. It is not likely that ESD's communications office will be able to help. Janet mentioned that her office just hired a new staff person from out of state that shared that they enjoy photography and have decent equipment so Janet will reach out to see if they are interested as well. Ryan will take care of the accommodations and serve as the catering liaison. Elaine will read the nominees.

We need some more volunteers to help with greeting, and seating assistance. Amy volunteered to help with greeting and noted the need to ensure the timing of tasks don't conflict with one another. Tammy volunteered to help with seating assistance. These two tasks will happen in shifts. People will be able to choose their seats, but sometimes people will need assistance getting there, or recipients or others will want to sit together or be situated in such a way that allows full use of their needed accommodations.

The final task is cleanup. We were able to solicit sufficient volunteers for this task during the call, so hopefully it should go quickly.

There was a question posed about carpooling and Cullynn is going to send an email.

9. Next meeting date: Wednesday, October 5 from 11 am to 12 noon

Editor's note by consensus of the group, this meeting has been cancelled. A notification will be sent after this meeting. Most of the work is now being conducted behind the scenes. We will reconvene on the 12th and the 19th, the weeks before and during the event, to wrap up any last-minute items and should also have a better idea about the registration count by then.