

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

Awards subcommittee meeting

October 12, 2022

11 am to 12 noon

Minutes

- 1. Welcome** – meeting called to order by Janet at 11:02 am. Everyone was welcomed and thanked for their time and reminded that we only have two meetings (including this one) left until the event.
- 2. Roll Call** – Janet read out the attendee names from the screen. Present for staff were Ryan and Emily, and for subcommittee members were Kevin, Matt, Mike, Cullyn, Clarence, Kristin, Janet, Daniel, and Lucas. Amy and Yvonne let us know that they may be joining late. We did not hear from anyone otherwise but will make note of any late additions.
- 3. Housekeeping Rules** – folks were reminded to please state their names to identify themselves before speaking, speak slowly and one at a time for the interpreters, and to raise their hand onscreen, using the reactions button, with a note in the chat, or verbally to be called upon.
- 4. Approval of September 28 meeting minutes** – it was decided to skip the 10/5 meeting last week, so our last minutes from September were sent out, and if no questions a motion was sought to approve. Kevin moved and Mike seconded, all were in favor.
- 5. Event Program Update** – Want to share some details about where we are at on various items. The vocalist has been confirmed. We didn't get the request to the Governor's office for his attendance or recorded video until late, so we still do not have final confirmation on that for either. An executive decision was made to go ahead and remove it from the agenda in the program booklet, as we had to go to print on that earlier this week, but likely won't hear back from them until later this week. We can always insert it into the PowerPoint presentation for the ceremony. We are hopeful he can attend or provide a video and will keep everyone posted. We have printed large print programs as well according to our anticipated registration numbers and currently have 59 registered attendees. We invited a few others to include associate members and ESD leadership, and

still haven't heard from a few nominees and nominators (a couple of which we know are in process), so we hope to see 75-100 registrations by the time the deadline closes on Friday. The subcommittee was reminded that they will please need to register if they wish to attend, and we will resend the link shortly.

Regarding the venue, stage, and other updates – Ryan shared that we have received a new sponsor, DVR has agreed to contribute at the 2,000 level.

Regarding the ramp and stage, we do not have a final answer on that, and are awaiting word from Elizabeth about how to proceed. We have had difficulty finding a vendor for a ramp that will attach to the stage, as there is not one at the hotel. There may also be a significant cost associated so we are still in discussions. There is the possibility of not using the stage and just having everything on the floor. People expressed their desire to have a stage if possible. It was also discussed how we may be able to arrange the seating if not using a stage, due to the number of attendees. Various other vendors or contacts such as DVR, DRW, Home Depot, Lowe's, other hotels, and portable lift vendors were suggested, which we will research. We have already checked with the department of enterprise services, ESD facilities, and a number of other vendors. With the tight turnaround, we may be reaching the limit of options we are able to consider. The ADA specs were also reviewed and it was discussed about the logistics of setup and breakdown.

Emily shared that things have been busy behind the scenes with a number of other items, such as approving the trophies, finalizing the event evaluation and nominator survey, preparing the final teaser for this week, finalizing who will be attending and accepting certificates or awards (Janet can follow up on this if needed), finalizing the PowerPoint presentation and timing, creating the final print documents for next week, and finalizing volunteer roles. Cullyn and Amy volunteered to do any proofing needed.

- 6. Marketing and Email teasers Update** – Kristin shared that she is working on the final teaser using the info Emily sent for the four nominees in the two individual award categories. Emily added that we will not have a drawing from Clarence this week, nor include the link to register as it will have closed by that point, but will highlight DVR as our final sponsor.

It was asked if we will be doing a press release to announce recipients after the event and this has been confirmed, we are working with the ESD comms office. The event was already announced in the release seeking nominations.

- 7. Task List Overview** - Emily shared that all slots have now been filled including the photographer, and that we will have a copy of the list on hand at the event, and can plan to shift people around as needed to fill in. Folks were again reminded that they need to register. We may have a couple of extra hands too which is always appreciated.

Janet shared that Morningside said they hadn't received any communications about the event so she suggested they check their spam folder and that we perhaps send a general announcement next year in case things are being routed there.

She also asked whether children would be allowed to attend as she ran into one of our nominees who asked and it was confirmed that such a registration has already been received.

Finally, Janet shared that Yvonne and Matt have agreed to be the subcommittee chair and vice chair respectively, and passed along her thanks and congratulations on behalf of everyone.

- 8. Next meeting date: Wednesday, October 19 from 11 am to 12 noon. This will be our last meeting before the event for any final items.*