



STATE OF WASHINGTON

## GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

Employment Security Department ■ P.O. Box 9046 ■ MS: 6000 ■ Olympia, Washington ■ 98507-9046

Olympia (360) 890-3778 ■ Toll Free Fax 844-935-3531

Awards Subcommittee Team Meeting | Thursday, October 10, 2024 | 12 noon to 1 p.m.

### Minutes

#### 1: Welcome, Roll Call and Housekeeping

Meeting called to order by Yvonne at 12:03pm. It is the home stretch, 1 week left, getting exciting. Yvonne has been doing a lot of planning and thinking for the last week, reviewing notes from last year (improvement opportunities). Lots of details to track, we are getting close.

Housekeeping: Raise your hand, ID yourself prior to speaking.

She is putting 3 restaurants nearby to the hotel in chat (wants folks to vote for the night before the event dinner gathering for those who want to attend – all sounded great, Amy likes Mexican, Yvonne made some calls). Cullyn will be joining a bit late, Phil also. Waiting for folks to join so we can approve minutes. Not seeing everyone still. We can park on the minutes (we've been focused on tasks for the group, not super critical anyway, good to go). OK, good.

#### Present:

Staff: Emily Heike (host), Elaine Stefanowicz, Elizabeth Gordon

Members: Amy Cloud, Kennidi Hunsicker (ESD), Janet Bruckshen, Yvonne Bussler White (chair), Clarence Eskridge, Ann Hartman (ESD), Cullyn Foxlee, Daniel Ledgett, phone user – Phil White.

Quorum: 5

2: Approve September 12th & 25<sup>th</sup> meeting minutes Tabled.

#### 3: Awards Event Location update

##### A. Event registration – Emily

Amy wants to confirm registration (yes, Emily has a list, and confirmations). No other questions heard.

##### B. Hotel Contract – Emily

Amy's issue with the hotel registration has since been cleared up. No other questions heard (Elaine emailed later about an advance).

#### 4: Follow up on Work plan assignments

A: Event Logistics – Nancy, Cullynn, Yvonne, and Daniel. Jumping into this. Emily ensuring space, food, registrations, nominations, trophies, certificates. Currently we have 91 (UPDATE: 94) individuals registered, the headcount was submitted to KCC on Friday (UPDATE: TODAY). The public registration closed then, then headcount submitted. Some nominees and nominators couldn't attend.

Several staying night before, gathered for social dinner last year, there are 3 restaurant names in the chat (distance, pricing). Yvonne checked disability accommodations. Drop picks in the chat, she'll monitor.

Hiccup today, Mary Crago (photographer) had to back out, Cullynn and Amy agreed to do candid shots like last year (great job). We still have the ESD Comms person coming for the formal photography we think, think we're good on that plan. Ann came off mute. Chris Barron (Comms Director) plans to be there with his professional camera, Ann will have hers, too. They will pitch in wherever needed – great, thanks, exciting. There will be lots of photos (phones, etc.) Yvonne wants to make sure we do a group photo – can someone volunteer to coordinate this? Ann can do that, when, before or after? In the past, we've done it at the end (all there).

What else to discuss. Yvonne got a pleasant surprise call from Laurie MacClean, they have made a small giveaway for our event, they wanted to thank GCDE/WA for their support for PWD – Yvonne will be bringing that and setting up the drawing, picked it up, they gave us huckleberry items (jam, etc. important to them – exciting).

I have completed the **PPT and will send out to the speakers this afternoon.**

**Yvonne will make reservations when we decide the restaurant** (1 vote for Mexican, please vote). Amy may not make dinner (photographer is from Bellingham).

**Photo booth has been ordered, responsible for setup and delivery, should include background/props.**

Checking notes. Next Thursday's meeting has been cancelled (travel).

Any help still needed proofing? Should be OK there.

Yvonne has been keeping a sign up sheet based on conversations, should be good to go, Emily will compare/combine for a master to email out. Emily reviewing before the meeting, hadn't finalized, **could do that** – send with the minutes, no rush, helpful (reconfirm what volunteered for – some folks haven't heard from, i.e. Pat). She did not register (may need to fill in).

Event day – have the space from 8am to 3pm. 7am to 3pm. Will provide water, coffee, snacks as we setup. Did we want to arrive at 8 like last year (open question)? Works for Elaine. Planning on 8 to start setting up (nametags, etc.) Should have plenty of help.

1 action item is do we want **balloons** or any décor around the entrance? When Ryan was talking with KCC last Spring, they have tablecloths and center piece, should be OK. YLF may have décor we could borrow. Do we want to put those up? Thoughts? Most convention centers have a balloon fee (\$100 each). Would be nice, but could be in the contract. Talking with KCC, restrictions around confetti, etc. Wasn't discussed before, could check with them. We can discuss via email once we find out allowability (getting close). We were gifted a red carpet free to use (gala feeling). Phil has talked about wearing a tux (if you want to dress formal, please do, if casual – be you. Celebrating folks where they're at). If we want helium, we'd have to get it somewhere (Yvonne not familiar, may be able to use Dollar Store). Anyone familiar with what's available? Yvonne will do some online research. The vocalist reconfirmed, as well as the greeters, Phil has confirmed (emails), speakers have confirmed she thinks (CAMI, GOV's VIDEO).

Looking at her notes for anything missed. Not seeing anything else on...Amy is asking about travel expenses and has to ride the ferry (per diem is available). Recap? Reimbursement/receipt process overview (parking included, dinner, hotels).

Only have 1 vote for dinner (Mexican). Anthony's (\$\$\$) on the water, could make it work, confusing (unsure). South Pacific Sports Bar (smallest, nearby, could put tables together). Mexican close by (enthusiastic/accommodating to group). Need feedback. **4 votes Mexican** (crawl). Daniel can't attend. Cullyn coming in the morning.

Anything from Elizabeth or Emily? What time is dinner? 6pm? Works for a few folks (let Yvonne know if late). Elizabeth looking at her notes (questions – covered details she thinks). Task sign up list, photo booth, **tables, décor, table décor**. Thinks we're situated (good and bad, pre-planning, coming together). Riding the wave (Phil OK for any place via Kennidi). Anything from me, questions, excited.

Yvonne doing **swag** bags (miscommunication in process). Family is donating them (excited about the stuff we picked out). Tribe donated tablets (something else...tribes came together and created a new listing of VR Tribal Programs statewide – nice handout, provided those). That's exiting. If anyone wants to contribute (candy, etc., open – ordered pens, bracelets, booklets, stickers - big). Thanks for putting that together (Amy will kick in candy – originally 200, closer to 100). Exciting – starting to assemble this weekend with help. Thursday evening maybe folks can help with the last minute supplies (booklets). There is a dollar tree in Bremerton (opens at 9). Agency swag is OK too (mints, pens). There will be pens (can always have more). Janet will look at mints, etc. and bring some. Awesome. Coming together. Will be fun to celebrate. Is there a process (do folks have to sign off)? Depends, Denise is bringing swag from DVR (some have marketing \$, depends who is in charge of that, request). Amy bringing small candy for 100 bags. No restrictions in terms of receiving it per Elizabeth. YLF has had various kinds. If there was something questionable, would have to discuss, only limitation in her view. Thanks (general). In the future Cullyn could work with agencies/verify (ethically). Open til 10 night before (but with dinner, dicey neighborhood to do late at night). Could

probably call them – thanks – and order them. We could run down and pick them up in the morning at 9. Not sure how payment works? Any insight/help with that piece? Has been a helium shortage lately (might depend on #), need to find out cost, availability. Should be 1.25 each, Elaine will call to check availability, shortage. #? Yvonne didn't attend WT. Who did that? Lucas? Yvonne has only seen the entry way in pictures – what to look like – around, table, **entry**...thoughts? Tables can get in the way of visibility. Registration for signage? When they walk into the room (hadn't thought about reg). # suggestions? Red carpet/entry suggestion, another restaurant suggestion. Accent piece (bunch at beginning of carpet, etc.) 20? Yes (gold). More than less. Theme? Red carpet, swag bags are white with gold or black with gold. Not otherwise. Red, white, gold (warm, formal). Or Red and black and white if not gold. GCDE has green and blue (clashes). Do we need weights, tape (extra). Yes for carpet. 2x5 (1 for each grouping on carpet, 2-3, can put many on 1). Elaine has a van and could pick them up in the evening with help (air might go out). Elaine and Yvonne could go in the morning. There are lots of folks, someone can help.

Clarence planning on attending/driving (not signed up/registered – take Mary's spot – floater, OK). Will come together, always does, great team. Yvonne feeling good, can we wrap up, is there anything else? Thanks all. Food, chairs, people will be OK. Cullyn/Amy good to sign off. Email staff/Yvonne with questions, see you Thursday evening or Friday morning, good work. Take care, bye.

#### 5: Next Action Steps (see next pages)

1: Yvonne will continue to plan, think, and review notes for improvement opps. (detail) this week.

2: Yvonne put 3 restaurant options near the hotel in the chat for a vote on the dinner gathering. **Yvonne will make reservations once the restaurant is decided** (4 votes Mexican). It will be at 6pm (let Yvonne know if you are running late).

3: We decided to table the last 2 meeting minutes to the parking lot.

4: Emily has a list of confirmed registrations for the meals/headcount (day of/who is represented). ✓

5: Amy's issue with the hotel was cleared up. Advances may still be available if needed. Reimbursement will be provided for hotel, dinner, parking, and transit (with receipts).

6: Emily is working with the venue on food/space/registrations details, and on supplies to bring otherwise (trophies, certificates, etc.) ✓

7: Cullyn and Amy will do candid shots like last year. ESD's Comms Director (Chris Barron) will bring his professional camera, and Ann Hartman will bring hers. **They will pitch in wherever needed. Ann will coordinate the group photo after the event.**

8: Yvonne will be bringing the Tribal VR donation (huckleberry items/VR info) and setting up the drawing for that. They also donated tablets and a handout of Tribal VR info.

9: Emily will send the final PPT out to speakers this afternoon. ✓

10: We received confirmation this afternoon that the photo booth has been ordered, will include delivery, setup, props, and background.

11: Next Thursday's noon meeting has been canceled as folks will be in travel status.

12: Emily will compare/combine Yvonne's sign up sheet (master list) with hers and send it for distribution with the minutes to confirm what folks are doing/signed up for. We have not heard from some folks (i.e., Pat), so slots may need to be filled in. Clarence will be a floater. Daniel can't attend, Cullyn will arrive in the morning.

13: The venue will provide water, coffee, and snacks as we setup. We will arrive to the venue at 8am to begin stuffing nametags, etc.

14: The venue should have table cloths and centerpieces, Emily will double check ✓ (if not we may be able to borrow from YLF).

15: Most convention centers have a balloon fee in their contract. Emily will double check. ✓ Pickup details to be finalized via email once we know allowability. If helium balloons are desired, we will have to get them somewhere (i.e., Dollar Store, open til 10pm, and at 9am). Yvonne can confirm the location if needed. Elaine will call to see their availability/cost for an order (20 balloons in red, gold, black, or white for the red carpet/entryway, and a few weights). She and Yvonne (or another volunteer) can pick them up in the evening or morning (need to clarify about payment).

16: Denise will bring the red carpet.

17: Phil has talked about wearing a tux, but people can wear what they are comfortable in, formal or casual.

18: Vocalist, greeters, emcee, and speakers (Cami Feek for ESD, waiting on Gov's video recorded yesterday) have confirmed.

19: Yvonne's family is donating swag bags which she will put together (pens, bracelets, books, stickers). She may need help on Thursday evening inserting the final items but will start this weekend. Amy will pitch in 100 bags worth of small candy. Denise is bringing items from DVR, and Janet will look at mints, etc. from WVS. Cullyn is willing to help with this in the future.

20: Email staff/Yvonne with any other questions, otherwise we will see you next Thursday evening or Friday morning.

6: Next Meeting date and time will be on October 17<sup>th</sup> at 6pm (dinner).