



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

Community Outreach Subcommittee Meeting | April 7th, 2025, | 4:32-5:36 pm

### Minutes (taken by Emily Spears, GCDE Program Specialist II)

#### 1: Welcome to the Community Outreach meeting – call to order – Marsha Cutting

*Meeting called to order by presiding Chair Marsha Cutting at 4:32pm. Welcome to Bill Kinyon.*

#### 2: Roll Call – any known absences? (Quorum = 5, excluding staff) – Marsha Cutting

##### Present --

**Staff:** Emily Spears (Program Specialist), Elaine Stefanowicz (Program Coordinator)

**Members:** Dave Carl (Member), Marsha Cutting (Chair), Steven McCray (Member), Ivy Anne Van Der Peet – had to leave early (Member), Damiana Harper (Emeritus), Resa Hayes (Partner), Jennifer Simons (Partner), Daniel Ledgett – had to leave early (Member), Lyn Sowdon (Member), Bill Kinyon – in and out (Partner), Michelle Pappas – had to leave early (Partner), Aerius Franklin (Partner), Susan Matt (Member)

**Absent:** Elizabeth Gordon (Staff), Patti Dailey-Shives (Member), Leslie Purser (Member), David Evjen (Partner), Yunus Butt (Partner), Claire & Kenny Salvini (Partners), Lucy Barefoot (Associate), Yvonne Bussler-White (Chair), Ryan Parrey (Partner), Alicia Lauth (Partner)

**Quorum of 5 members met.**

#### 3: Housekeeping rules & approve last meeting minutes – Marsha Cutting

*Standard housekeeping rules reviewed (state your name, raise your hand, speak slowly & 1 at a time).*

*Marsha called a motion to approve the last minutes – quorum met. Dave Carl moved and Steven McCray seconded to approve the last two meeting minutes – no objections heard, motion carries, minutes approved.*

#### 4: Site selection & partners update for the 2025 event (Spokane) – Marsha Cutting

- a. Update on venues for April – City Council/library– Marsha C./Steven M. (member)  
*-Do the rooms have Zoom capability for GCDE members to join virtually due to the travel freeze - confirmed? ADD CABLE?*

**ACTIONS:**

- Steven will email Marsha the contact information for the person at the library (LAP).
- Marsha will follow up with the city contact for the Town Hall.

b. Update on reaching out to invitees/registration [workgroup] – Marsha Cutting/all

**ACTIONS:**

- Jennifer will start making calls re: the LAP this week.
- We will add Steven's County to the list of counties wanting to start an ACAC
- Ivy Anne will reach out to Project Unify at Whitworth and add them to the contact list

c. Update on LAP process – Marsha Cutting/staff

**ACTIONS:**

- Emily will check the script and registrations to ensure locals are registered in-person, and that commitment statements are addressed.
- See roles document for LAP assignments.

D. Confirm with the city council about the number of mics available – Steven McCray

**ACTIONS:**

- Mics is on the list of questions Marsha has to ask the city council venue contact (among others).

E. Update on obtaining food items? – Marsha Cutting/partners

**ACTIONS:**

- Jennifer will let us know if Costco donates a gift card, if so she will pick up bottled water/package snacks with the allotment, otherwise DACNEW will donate them.
- Steven and Jennifer will ask to ensure food is allowed in the venue and that there is a table for refreshments.
- Resa will ask another colleague from People first to help with Room Setup (city folks may be able to help too).

F. Other outstanding items – Marsha Cutting/staff

-Plan debriefing sessions for both meetings

**Notes: Not discussed.**

- We have access to the council chambers until TBD, library until 2pm

**ACTIONS: Still needs to be figured out.**

- Reminder to register for both events (members/partners/staff)

**ACTIONS:**

- Emily will send the registration links to the team via email after the meeting – please register

if attending.

-Assignment of roles for both events (members/partners/staff) & completion of scripting LAP notes above.

**ACTIONS:**

- Damiana, Marsha, and Emily are working on finalizing the script.
- Provide notes to Jennifer on what to capture on the chart paper in-room
  - Resa will ask People first to help with mic running AND room setup
  - Marsha will reach out again to Clarence re: the tech support
  - Jennifer, Steven, and Marsha will check with the venue about tables for registration, Wi-Fi, entry time, and chart paper.
  - Bill will help to setup the DACNEW OWL (and can facilitate if needed). He and Steven will bring laptops/hotspots just in case.
  - DSB may be able to help with clean up.

-Schedule possible walkthru and/or technology workgroup mtg. (Jennifer)

**Notes:** Not discussed.

**ACTIONS:** **Still needs to be figured out.**

**OTHER OUTSTANDING ITEMS:**

Safety protocols **[in progress]**

Decision re: **CART** – **still needs to be figured out**

Meeting re: Zoom w/ AAG's office 2:30 Wed. Elizabeth (virtual piece)

5: Next Meeting date, time, and cadence decided – all – currently 2<sup>nd</sup> & 4<sup>th</sup> Mondays at 4:30pm in Feb-May, WEEKLY UNTIL EVENT.

*Meeting next week. Thanks. Adjourned 5:36 – see you next week – call Marsha for q's (RTR done – focused on this).*

*Last (currently scheduled) meeting prior to the event is next Mon, 4/14 at 4:30pm.*