



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting

Thursday, April 11, 2024

12 noon to 1 p.m.

Minutes

**1: Welcome, Roll Call and Housekeeping** - Meeting called to order by Yvonne at 12pm. Items reviewed.

**Present:**

*Staff* – Emily Heike, Ryan Bondroff

*Members* – Amy Cloud, Matt Nash, Steven McCray (welcome and intro), Yvonne Bussler White, Janet Bruckshen, Clarence Eskridge, Tammy Stevens, Cullyn Foxlee, Gary Lott (ESD), Phil White (ESD)

**Absent:**

*Staff* - Elizabeth Gordon

*Members* - Damiana Harper, Daniel Ledgett, Lucas Doleman, Pat Bauccio, Mike Hatch, Kennidi Hunsicker (ESD)

**2: Approve March 14th meeting minutes** –No amendments. Amy moved, Tammy seconded, none opposed, motion passed and carried.  
No agenda additions.

**3: Awards Event Location update** – Per Ryan, the venue (Kitsap Conference Center - KCC in Bremerton) contract is still in progress, forms submitted, no update The event will be on Friday, October 18.

**4: Awards Event Theme (gala elements)** – After discussion, Phil moved and Cullyn seconded to incorporate gala elements and have a “midnight at noon” theme for the celebration if possible (i.e., photo opps with a logo backdrop poster, red carpet, black tie/glamour attire optional). A formal vote will still be needed at the next meeting after the ideas are fleshed out.

Cullyn will look into lighting and backdrop options and report back.

**5: Follow up on Work plan assignments** – *teams need to set up their own meetings and start working on their tasks*

**A: Sponsorship Update** – Ryan reported out (see PPT).

**B: Sponsorship Requests from Businesses and Nonprofit Agencies** – Yvonne/Amy/Janet – completed the letter review

**C: Marketing Outreach (includes correspondence/communications)** – Emily, Cullynn, Amy, and Phil’s team

**D: Publications** – Emily, Amy, Cullynn, Janet, and Tammy – Tammy is retiring in June but will remain involved until then, and circle back in 3-6 months afterward.

**E: Event Logistics** – Ryan, Cullynn, Yvonne, Matt (added), Tammy, Amy (added), and Daniel

**F: Judging Panel** - Emily, Cullynn, Matt, Janet, Clarence, and Daniel

**G: Communications** - ESD Staff.

**H: Photo with the Governor** – ESD Staff –

**I: Travel Reimbursement for Nominators/Nominees and Guest Speakers** – ESD Staff – no update

**J: Nomination Tracking:** Yvonne, Matt (discussion tabled).

**6: Marketing with Phil White** – ESD is still on board to help with promotional videos, and we are awaiting next steps.

**7: Approving minutes** for XXX date – approved by acclimation

**8: Honoring Kevin (passed away)** – After discussion, Matt moved, and Janet/Amy/Tammy seconded to have the last page of the program or PPT with a picture of Kevin in his memory to honor his contributions to our program.

**9: Job Fair** – The job fair was tabled for the next meeting,

**10: Next Action Steps** – Emily added from the minutes above.

- a. Folks, please review workgroup signs ups and let Emily know if you have changes. Emily will remove Amy from Marketing and move her to Event Logistics (day of). Matt was also added here.
- b. Marketing/judging panel to start work. Workgroups will be responsible for projects.
- c. Ryan will let folks know as the KCC venue contract progresses.
- d. A formal vote will be needed at the next meeting to move forward with the event theme and gala-style elements proposed during today’s meeting. Cullynn will look into projector and backdrop options and report back. Janet and Phil had suggestions for RSVP wording around the lack of fundraising and dress code, and Clarence had ideas about the name, staff will follow up to flesh out ideas in advance of the next meeting, prior to the vote.
- e. Note: Recusals from members employed by sponsoring agencies are not needed. We have exceeded our sponsorship goal for the year, and also still have reserves. Once the remaining sponsorships pending come in, further sponsorship solicitation will be closed. Attendance cap still needs to be discussed (and deadline for getting numbers to venue).
- f. Emily will set up a meeting with Cullynn, Phil, and Gary at noon next Friday to discuss the marketing videos. ESD will share their ideas for approval, and once approved, begin filming/distribution. Budget still needs to be discussed as well.
- g. Tammy is retiring at the end of June but will remain involved until that time, and plans to circle back within 3-6 months of retirement.
- h. Yvonne will take the lead on checking if there is a local Special Olympics vocalist we could ask to sing the national anthem at our event again this year. Ryan is coordinating with the GT/DSP recipients from last year for this year’s presentations, and will keep the team informed.

- i. Janet will do the judging panel again. Emily will reach out to members to get that setup in June, and the team will start to coordinate the judging panels and August timeline from there. Invites to go out in September.
- j. Elizabeth will be responsible for the Governor's invitation. Ryan will follow up with her.
- k. Ryan will follow up with Elizabeth about the reimbursement process again. Currently, only subcommittee members are eligible. The decision on whether to reimburse guest speakers and nominators/nominees would likely depend on budgetary concerns, but the process will need to be equitable (i.e., we shouldn't offer to do so one year just because we happen to have the funds, and then run the risk of not being able to do so the next year). We are also still considering doing a survey about event timing after this year.
- l. Verbal or chat opposition will be needed for votes going forward (reactions are delayed).
- m. Ryan will be in charge of getting a picture of Kevin to include in the program/PPT to honor his contributions. This can be done later for sensitivity. He will talk to Elizabeth.
- n. The job fair and nomination tracking discussions were tabled for the next meeting. Phil will coordinate with Yvonne about ESD's support of the Job Fair in the meantime.
- o. Folks can email program staff and chairs if they have ideas before our May meeting.

*11: Next Meeting date and time will be on Thurs. May 9th from noon to 1pm (changed from 5/2).  
Email Yvonne/Matt/Ryan/Emily for ideas in the meantime.*