

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

### Awards subcommittee meeting

Thursday, August 10, 2023

3:00 pm. to 4:00 p.m.

#### Minutes

- 1. Welcome** – Meeting called to order at 3:03 pm by Yvonne. Welcomed all.
- 2. Roll Call** – Present: Emily, Ryan, Elizabeth (interpreter) – staff; Matt, Yvonne, Kevin, Daniel, Lucas, Damiana, Tammy (subcommittee).  
Absent: Amy, Cullyn (excused).
- 3. Housekeeping Rules** – General reminder from Yvonne to speak slowly for the interpreter, introduce yourself first.
- 4. Approve July 27 meeting minutes** – Yvonne asked if folks reviewed, and for a motion to approve. Matt so moved, Kevin seconded - all in favor, none opposed, motion carries. Minutes from prior meeting amended.
- 5. Walking distance between hotel and conference center** - Yvonne reported that it took her about 15 minutes when she walked it last week. She sent Ryan and Matt a map of the pathway to walk. We will send it out before the event to everyone. It is a nice walk, there it is not a lot of terrain, so it should be doable. Reminded everyone (herself included) to submit the travel forms due last week.
- 6. Marketing Workgroup Update** – Emily reported that the first category of nominee highlights went out today for Small Private. Will continue weekly (some two per week). Invites were also sent to nominees and nominators today (over a handful of registrations so far). Will go out to team as well (everyone needs to register). Nothing else heard on this topic.
- 7. Judging Panel Discussion and Update** – Yvonne reported that she is on a couple of the panels and there has been some confusion on leads, but believes everyone is setting up times to meet and go through the nominations. Yvonne asked Ryan if he had anything to add. Ryan thanked everyone for their participation, support, and patience during YLF. Two categories are meeting tomorrow (Friday). Everyone is requested to be done by COB tomorrow. Monday at the latest so we can move on with next

steps (trophies, certificates, programs etc.) Let Ryan know via email if you need any support or assistance. 1 category met earlier today. 1 category results sent via email, another additional pending by Monday (that Yvonne is leading since a mutual time could not be agreed upon). Scores or recipients sent earlier this week for 5 other categories. 2 more meetings pending Friday. Process improvements for next year to be noted. Matt, Daniel, and Clarence will hopefully be meeting tomorrow per Matt. Matt wondered where to send process improvement suggestions for next year. Ryan requested that they be sent to himself and Emily via email, and we can loop in Elizabeth as needed (he has suggestions as well and welcomes others). Communication could be improved on his end. We appreciate the suggestions. Kevin wondered if we could have a group discussion before we send thoughts to staff so that we aren't duplicating (perhaps at the post-event wrap up). Yvonne concurs.

- 8. Other Tasks** – Yvonne has located a possible national anthem vocalist at Wenatchee DVR connection expressed interest (trying to get ahold of one another, update next week). Ryan reported that we are working on the program book, he would like assistance with formatting review aside from himself and Emily, to include proofing – please let us know if you'd like to assist or have ideas. Kevin is willing to help with copy editing in a Word document electronically. Lucas volunteered for editing in chat as well. Kevin suggested doing it in shifts with multiple people. Yvonne concurred. Kevin suggested Lucas go first, and then he can do a subsequent edit. Lucas is open to that upon receipt of the document. Ryan will send it this week to Lucas' home email to send to Ryan once completed. Ryan will then send to Kevin, per Kevin's suggestion. Thanks to all. Ryan added that we will update the task list. Emily reported that work is under way on numerous other tasks for the event now that the nomination deadline has closed. Weekly nominee highlights will continue. Registrations are being tracked, as is confirmation of name spelling and photos for nominees. Let us know if you can help (including registration process improvements). Certificates will be updated accordingly. Once all recipients are selected, trophies will be drafted. Volunteer sign up sheet to come. Thank you notes to be sent to sponsors. Travel for person needing it in progress. Following up with Governor's Trophy and DSP presenter (emcee travel also). Tracking

incoming sponsorships (expenditures to come). We'll be in touch with asks for assistance. Matt cannot attend, nor can Kevin, or Clarence. Lucas, Yvonne, Tammy, Cullynn, Ryan, Emily, possibly Daniel are coming – we may need some more volunteers to help with tasks on the day of, we can work out those details. Damiana and her husband will attend (same with Yvonne). Elizabeth will also attend. Ryan will know about his husband soon too. Kevin moved to adjourn if there are no other comments. Yvonne so adjourned. Next meeting will be next Thursday at 3. Ryan concurs. We'll be in touch in between as needed, thanks all, have a good evening. Daniel is busy at 10 and 10:30 tomorrow but is free otherwise. Matt suggested meeting not at lunch or 10. 1:30 works for Matt and Daniel. Matt will email him and Clarence.

**9. Next action steps** – Emily recapped:

- a. Judging process to be completed Friday (in progress), trophies drafted next week. Let us know if you have any process improvements at post-event meeting.
- b. Weekly nominee highlights to continue until event (sometimes two).
- c. Let us know if you can attend and help, need help with travel or hotel, or want to sign up for a task (staff can assist)
- d. Pending decision on Governor's attendance within the next month or so
- e. We will send the map of the route between the hotel and conference center
- f. Pending vocalist (update next week), guest speakers
- g. Pending sponsorship funding and expense tracking
- h. Let us know if you can help with reviewing materials (nominee highlights, trophies, certificates, ceremony PPT, program booklet – Kevin and Lucas volunteered – Ryan to send), thank you notes)
- i. Stay tuned for event registration and sign up if attending (including guests). Let us know if you have any process improvements.
- j. Let us know if you can help follow up with nominees about photos or confirming name spelling.

*10. Next meeting date and time: Thursday, August 17, 2023, at 3:00 p.m. to 4 p.m.*

Important Note:

31<sup>st</sup> Annual Governor's Employer Awards

Friday, October 6, 2023

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

Hotel: Hilton Gardens