

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

Awards subcommittee meeting | Thurs., Aug. 24, 2023 | 3pm – 4pm

Minutes

- 1. Welcome** – Meeting called to order by Yvonne at 3:01pm. Welcomed all. Chat read out. Pause for interpreter. Checking in on folks. Moving on.
- 2. Roll Call** – Present: Ryan, Emily, interpreter (staff); Matt, Pat, Yvonne, Amy, Lucas, Cullyn, Tammy, Damiana, and Kevin (subcommittee members). Absent: Elizabeth, Janet (excused).
- 3. Housekeeping Rules** – Reminder to state your name and speak slowly.
- 4. Approve August 17th meeting minutes** - Yvonne asked re: review and comments (comprehensive) and for a motion to approve. Amy so moved; Matt seconded. All in favor. None opposed, motion carries – minutes approved.
- 5. Vocalist Update** – Yvonne reported that we talked about the emcee update last week. She said that Ryan has corresponded with the vocalist contact since we hadn't heard from the first. She wondered if Ryan heard anything further. Ryan said she did respond to him with some questions. She is still unsure. **He'll follow up today or tomorrow, but we may need another backup. Yvonne will work on that.** Pat suggested someone who sang from Lighthouse in Seattle before. Ryan noted that we can't pay for their travel, so that is a consideration towards finding someone more local. He wondered if we could ask someone for a recording to play. He wanted folks input on that. Yvonne prefers live if possible and will keep trying. **She will check with schools and advocacy groups locally.** Lucas, Matt, and Cullyn had hands up. Lucas mentioned someone who sang at Inslee's inauguration but is not recalling their name as a suggestion. It is appreciated. Matt concurs with Yvonne as to live vs recording as a last resort. He doesn't have any ideas. Cullyn wonders if anyone among our own group could do it. No takers. Perhaps we could have an instrumentalist? That is an option. We'll keep looking. We have already reached out Elaine's ex-husband as Lucas suggested. Pat likes the idea of reaching out to the schools and Yvonne will do that. Ryan interjected to note that we will have recordings to present the individual awards. He wanted thoughts on that. Cullyn and Amy had

hands up. Cullynn thinks a recording is better than nothing and Yvonne concurs. Yvonne wondered how we will play it. Cullynn offered to help. **Emily noted that we have done it in the past and she is happy to take care of it. Cullynn noted that we'll want to ensure about the audio in the room as well.** Amy concurs with Cullynn's sentiments and thinks we should provide parameters for the presenters. Emily noted that this was included in the instructions. **Pat noted that she saw the task list come out and will help at the registration table or greeting.** She noted that we should have shifts for that. Emily noted that this was listed, and we appreciate those who have signed up so far, and will give folks a chance to review and continue to sign up. **We will send more information about the vocalist when we have it, along with the emcee. Since they are new, we'll be sure to send them info to get acquainted with our program,** though that isn't necessary in some years if we use folks who have participated in the past. They are local and should not need travel, **although we will reconsider that in the future.** And ensure they **identify as a person with a disability and come recommended** if possible.

6. Marketing Update – Emily reported that the Large Private Employer spotlight will go out this week. It is drafted and awaiting approval. **They will continue weekly (sometimes >1) until the event.** We have followed up with nominees and nominators about confirming spelling, attending the event, and who is accepting on their behalf today. **We'll follow up about missing photos and releases this week as well. It is on the calendar to follow up a couple more times before the event** and we have been tracking registrations. **Subcommittee members will also need to register if attending and not already completed.** Amy wondered about the weekly notices. **Emily can add folks to the listserv and post on FB. The program will be due to print on 9/26 with a review the prior week around 9/19.** No word on the **invite to the governor, we will follow up.** Cullynn wondered if **guests need to register separately,** and Yvonne confirmed. Yvonne asked for anything else. Ryan wanted to confirm that Cullynn will be bringing a plus one. Yes. Emily needs to look at her list for anything else. Ryan followed up about the judging process (see below).

7. Judging Panel Discussion and Update – We discussed this at the past couple of meetings, thanks again to everyone who participated. We have

the recipients and are **working with the leads to get the rationale and remaining scores** for our records. **Folks can send their feedback now or at the meeting after the event**, and the **input shared already has been captured**. We will hopefully know about **spelling confirmations and who is accepting by next week to order trophies and proof certificates as well as update the PPT (Emily will check about the timing on trophies and ordering of any other supplies)**. Matt deferred to Pat. **She will connect offline with Yvonne**. Accommodations are arranged to answer Lucas' question in chat. Ryan added that for those coming on the morning of to help setup, **we will have additional assorted refreshments** for you to meet dietary restrictions and beverages. Ryan clarified for Lucas. Suggestions in chat on this item.

8. Event Logistics – Registration, etc. – Staff will check with Janet about bringing her additional staff volunteers again. Those who attended in person last year, **please let us know if you have any process improvements** for day of items. Amy thought it was well done last year. She sent in comments last year, **Emily will check**. Maybe we can **send them out in advance of the next meeting. Diagram of venue, room, and map from hotel to be sent. Please ensure your travel arrangements are taken care of ASAP.**

9. Other Tasks – Emily reported that:

See the abovementioned tasks. Yvonne has a handful of things (thanks for thinking of the dietary restrictions on the refreshments, we may be able to go to Costco – Ryan noted that we can't bring external food so we will have to be careful about that, Yvonne also mentioned that she wondered if we **could have supported employment folks come volunteer to help us seat people**). Ryan clarified. Pat had hands up. She wanted to ensure they were **included in the full event, and we had the funds to cover that**. Yvonne deferred to Ryan. Kevin suggests that we do so. Yvonne noted they **would have to register of course**. Pat wondered how many folks and that might make a difference. She likes the idea. Yvonne said she could put a number on it when making the request. Ryan likes the idea as well. The banquet room has room for 150 (**Emily will update ticket availability**). Pat suggested **saving them a table. She suggested 4 folks**. Kevin concurs. Maybe we could do **2 from DSB and 2 from DDA** instead of supported

employment? **Damiana will talk to her team. Yvonne will take the lead on this and start tomorrow. She is on vacation next week, and will leave it to Matt, Emily, and Ryan.** Finally, she is going to be the RTC for Region 1 and is excited for that starting October 1. The Regional Administrator for the region will also be taking on a new role following DSB's suit. Yvonne asked if anyone else had anything to add. Ryan mentioned that he has a list of those who had already reserved **hotel rooms. All except 1 person who will do it today or tomorrow** so hopefully that will be taken care of soon. Ryan noted about the meeting for next week. Kevin had a hand up and apologized for being late, and wanted to make sure he didn't miss anything. Same with Damiana. Jokes aside, thank you everyone. Bid farewell. Meeting adjourned at 3:52.

10. Next action steps - Emily recapped that:

- a. Judging process – working with leads to get remaining scores and rationale. Let us know if you have process improvements now or after. Current suggestions captured. Trophies will be ordered once name spellings have been confirmed (certificates and PPT updated also).
- b. Nominee highlights – large private this week. Continue weekly until event.
- c. Emily will add folks to listserv and post on Facebook.
- d. Following up with nominees about photos and release this week (Emily). Couple more times before event as well. (Emily)
- e. Volunteer sign up sheet, travel, hotel – sign up for a task and take care of travel and hotel ASAP if not already (Pat volunteered for registration and greeting and will talk to Yvonne after, 1 more person to book hotel this week). Janet to bring 2 more volunteers. Let us know of process improvements. Will check and send last year's (Emily).
- f. Hotel update – will reconsider covering guest travel and getting a larger block of rooms in the future.
- g. Watch for additional asks for assistance over the next month or so
- h. Map and diagrams to be provided in advance.
- i. Vocalist and guests – Ryan following up again this week, looking for another backup (Yvonne checking with schools and advocates for a recommended PWD). Info to be sent when finalized, for emcee also (Emily/Ryan get them acquainted with program). Considering inviting

- supported employees to help with seating (will need to register. 4+, save them a table [staff]. Damiana and Yvonne checking with their employers). Emily to update ticket capacity.
- j. Emily to take care of playing recordings from speakers. Check audio in room.
 - k. Sponsorships and supplies – Emily will check on these.
 - l. Proofing to come – program book review week of 9/19, print on 9/26. Stay tuned for more on this from Emily.
 - m. Ryan to take care of providing extra refreshments for day of volunteers.
 - n. Register to attend – all subcommittee members planning on attending. Including guests also. Must register separately (all).
 - o. More info to come on Gov's attendance, will follow up [staff].
- 11. Next meeting date and time: Thursday, August 31st, 2023, at 3:00 p.m. to 4 p.m. – Emily, Matt, and Ryan leading in Yvonne's absence.**

Important Note:

31st Annual Governor's Employer Awards

Friday, October 6, 2023

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

Hotel: Hilton Gardens