

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

Awards subcommittee meeting

August 31, 2022

11 am to 12 noon

Minutes

1. **Welcome** – Meeting called to order by Janet at 11:00am, welcomed and thanked everyone for attending, we have lots of updates to share and it is going to start to get busy once the deadline closes tomorrow, need to adjourn early if possible (or someone else lead) as Janet has a conflict at 11:45
2. **Roll Call** – Staff: Emily, Elizabeth (Ryan on vacation); Subcommittee members: Matt, Amy, Yvonne, Janet, Mike, Clarence, Kristin, Tammy
3. **Housekeeping Rules** – We don't have interpreters today, but please identify yourself prior to speaking for those on the phone, use the chat or raise your hand to make comments, you can also speak up, or use reactions
4. **Approval of August 24 meeting minutes** - were sent out last week in advance, hopefully people have had a chance to review even though the meetings are more frequent now, Yvonne moves to approve and Kristin seconds, minutes approved as is.
5. **Social Media and Nomination Application Update** – 13 completed nominations, 73 in system, 60 incomplete, spanning 7 categories (Small and Medium Private employers, Small and Large Non-Profit employers, Governor's Trophy, Direct Support Professional, and Youth Employer). 1 pending (Toby Olson) that may not get in with enough time for this year. If even 25%-50% of the incomplete nominations come in, we will still have more than the past two years during COVID. The marketing helped a lot this year. A final reminder was sent last week to let people know to finish their nominations if they have started in case they neglected to turn it in.

A question was asked as to whether there is a way to solicit feedback from nominators or even just first time nominators, it was shared that we have conducted surveys in the past and can do so again, we changed the nomination packet slightly this year and would be interested in hearing from everyone.

There will be lots of next steps that kickoff tomorrow at the end of the day when nominations close. Judging is the first one and we are getting ready for that as it is a tight turnaround.

- 6. Sponsorship Update** – It was asked if staff could provide an update on sponsorships as well as the status of the venue contract. We heard from T-Mobile that they are not able to provide a sponsorship. The others are still pending. We have received \$4,500 in sponsorships so far but are still seeking more to cover the costs of the event, so we will take any ideas or further suggestions to reach out to.

A question was posed about whether or not we know why T-Mobile did not sponsor, however the email we received was an automated response without much detail (as opposed to a reply from a specific person), so we suspect that we simply did not meet their sponsorship criteria (i.e. They only donate to non-profits as opposed to government agencies or do not sponsor events).

Regarding the contract, we have sent the contact at the venue a follow up message and are waiting to hear back, our contracts office suggested some changes to their standard language to put it into compliance with state government rules. The site visit has been conducted as of last week as well. We are awaiting a response from the contact at the venue with a copy of the revised contract to sign and are not anticipating any objections to the revised language as it is fairly standard. We will follow up so that we can confirm the venue to get the registration sent out soon.

- 7. Marketing Work Group discussion/Update** - the marketing workgroup is on hold as they got all of their nomination category flyers out and are awaiting the nomination deadline close and then can start working on the email teasers in conjunction with staff to highlight and recognize the nominees as well as garner excitement about the event.
- 8. Email teasers Discussion** – we can send examples from the past couple of years to the subcommittee so they know what we are looking for in case they have any ideas, as well as the list of nominees.
- 9. Other Tasks and Projects** – we are developing a list for conflicts of interest, which we will send out to the judges once all of the nominations are in. We

are trying to get a head start on this and have developed spreadsheets for the nomination and judging panel lists so that we are ready to assign teams and send the information. Teams will then review individually and as a team and report back about recipient decisions after the process is completed.

From there, we will have certificates to create, trophies to order, registration invites to send, photos and releases to collect (which Yvonne has graciously started), and Janet has offered to help with, others would be welcome also.

We will also have the written program booklet and ceremony script and PowerPoint to develop, as well as event logistics to work out. There is lots to do between now and October.

10. Next steps – We will send out a task list in the form of a project calendar that has a list and brief description of the actions that needed to be completed and by when, we recognize that this may be useful for volunteers to sign up for things and as a set of guidelines since our subcommittee members constantly rotate with the addition of new members to GCDE, and it takes a village to put on our event so it will also be an all-hands-on-deck effort in that we will be seeking the assistance of other GCDE committee members for various needs as well.

11. Next meeting date: Wednesday, September 7 from 11 am to 12 noon