

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

### Awards subcommittee meeting

Friday, July 14, 2023 | 11:00 a.m. to 12:00 p.m.

#### Minutes

- 1. Welcome** – Meeting called to order by Matt at 11:03am with a small group. Perhaps others will join as we go. Welcomed all.
- 2. Roll Call** – Present: Emily, Ryan (staff), Interpreter, Matt, Amy, Janet, Cullyn, Clarence, Damiana. Clarification about Zoom link.  
Absent: Kevin, Lucas, Yvonne, Tammy (excused).
- 3. Housekeeping Rules** – Matt reviewed to speak slowly, and introduce yourself before speaking for the interpreter.
- 4. Approval on Minutes from July 7, 2023** – Matt asked if people reviewed the minutes. Hearing none. Matt requested a motion. Amy so moved; Janet seconded. All in favor, none opposed, minutes approved as written.
- 5. New Subcommittee meeting day and time change discussion** – Matt mentioned that Yvonne is no longer available for weekly meetings on Fri due to work changes. **New options are Monday at 11am or Thursday at 3pm.** Discussion had. Amy would prefer Monday but could make Thursday work. Cullyn seconds Amy's comment. Janet prefers Thursday but could make Monday work if needed aside from 1 monthly standing meeting. Matt prefers Thursday as well but could make Monday work. Matt asked Clarence to chime in and then Ryan could provide his comment. Clarence would have to check his calendar; we will come back to him if needed. **Amy asked if we could reach out to the full group, since not everyone is here. Matt asked Ryan to send a poll out to everyone.** Yvonne's first pick was Monday per Ryan. **He can send a poll.** Lucas cannot do either during work hours. Ryan has not heard back from Kevin yet. We are waiting to hear; he has a conflict today. There are 6 members in the committee, plus the chairs, Ryan believes. Mike hasn't been participating lately, but has been involved in the past. Ryan can still set up a poll if needed for voting. **Matt requested we do that still so that we have a solid answer to go from**

there. Ryan will do so on Monday afternoon. Matt requested a quick turnaround on the poll so we can decide from there. Maybe responses due Wednesday and decide on Thursday. There is still a meeting scheduled for next Friday if folks agree. We will continue with that as it stands now since we don't have enough feedback about the new time yet. It is a meeting of the full group (leadership will be Tuesday). Ryan requested time to develop the poll since he hasn't done it in a while. He will request his in-person support assist on Monday afternoon to confirm it's setup and appreciates everyone's patience. We'll go from there.

6. **Nominations Application Packet Update** – Emily reported that we received another complete nomination in Large Public (state) category from Tammy yesterday and 1 notice via email this morning about an incoming nomination in the Gov Trophy category. **Ryan will be following up with nominators on a handful of (5) incomplete nominations.** 28 in system total currently (5 complete, 24 incomplete). 2/24 are almost complete (awaiting support docs) with no nominator info, **Ryan will follow up with nominees on those ones instead.** 16/24 incompletes did not enter any info or spend much time on it and may have just clicked to briefly review the nomination forms. Emily wondered if the team knows of any still in progress. And whether people continue to share? Janet reported that **1 should come in today or early next week. They (WVS) have one for youth, direct support, and at least 3 employer awards ready to go (in progress). They are waiting on support documents and should be completed soon.** Matt requested clarification on the incomplete nomination count mentioned above and Emily recapped. Matt appreciates the clarification and recaps for Damiana who just joined (had another meeting) about the **poll to change the meeting date coming early next week.**
7. **Marketing Workgroup Update** – Clarification on who presented on this per Matt. Recap of topic for Ryan. Emily shared: A reminder went out yesterday. 2k+ people opened it. **Final reminder content is ready for the next 2 weeks. We will need assistance highlighting nominees and promoting event weekly in early Aug-Sept. Amy, Clarence, and Lucas volunteered at the last meeting.** Emily asked that folks **please keep spreading the word about the nomination deadline on 7/28 and encouraging people to nominate and/or completing their nominations in**

**progress. Media release** will be going out today instead of Monday due to statewide connectivity issues this week. **Please share with your local networks.** Any updates on Thread from Meta from Clarence (associated with FB login)? Ryan requested to back up, we have a zoom issue (10 minutes remaining), have been experiencing this week. **Clarence said we can just log back on if we are kicked off of Zoom. Clarence also said we can use Facebook on Thread (it will be linked to the existing account).** Ryan asked for clarification about logging back into the Zoom. Clarence confirmed. We will do so in 7 minutes. Matt appreciates the heads up. Hearing no other comments on this topic, moving onto the next. Ryan recommends we log off back on soon, so we don't get interrupted. Clarence isn't sure if it will work, but we can try it.

8. **Judging Panel Discussion and Update** – Emily shared that **Janet could conduct training over the next couple weeks for folks participating in the judging process *before selection process happens during the first couple weeks of Aug.* We will send that info out today or early next week.** Thank you to Janet for doing that. Ryan asked Janet what works best for the training, and Janet confirmed **that Zoom will work for the training, he will get that setup once a date has been decided. Ryan likely sending out conflict of interest info to judging panelists, nomination packets, and setting up meetings while Emily is at YLF during the 1<sup>st</sup> week of Aug.** Per Emily, **a quick turnaround will be needed on receiving conflicts of interest and setting up judging panel meetings for each of the award categories, since the process needs to be completed by Aug 11 so we have time to work on all the other items needing done from there.** We are grateful for the continued support from all. **Matt, Kevin, Clarence, Lucas volunteered to be judges so far. Ryan is reaching out to others. Laura from WVS has agreed to participate. Stay tuned for more as we coordinate this.** Hearing nothing else on the subject, moved onto the next topic.

9. **Other Tasks** (*travel, route from hotel, program booklet, and presenters*). Ryan asked for clarification about what should be covered under this (**see Emily's list above and notes below**). He wanted to provide an update about traveling from the hotel to the convention center. **It is a 3-minute drive or 8-minute walk, but it is accessible. There is a pedestrian bridge from the hotel to the venue,** it is pretty simple. Ryan wanted to follow up

with Cullyn. He checked with Elizabeth about the transport options and so far, and believes **Cullyn and Lucas need transportation from Olympia to Wenatchee. Everyone else is out of the way, and will be traveling solo,** i.e., Amy from Bellingham and Matt from Tri-Cities for example.

**Clarification per Ryan for Damiana that the hotel does not have a shuttle. We are still waiting to hear back from Elizabeth about carpool options from Olympia and should know next week.** Cullyn realizes that we should have checked who needs transportation before looking into options. They may not need it. They were looking into it because they thought others needed it. **They think that is important to establish who needs it soon, and then we can look at volunteer drivers, or hiring one.** They heard back about the DES vans today, and that ESD folks can use them. It may be smart to keep in mind. If we reserved one and had people needing it, we could use it for transportation in town. Keep that in mind. **We would need to reserve it soon, though, because they are in high demand – especially the accessible ones. Please turn in the travel forms ASAP by the end of the month.**

Emily provided updates on the program booklet and presenters. Yvonne, Emily, and Ryan have reviewed the program booklet so far and Elizabeth also volunteered to help if needed. **We will send it out to the others on the program workgroup once Ryan completes his review.**

**Ryan is working on confirming a local vocalist to sing the anthem, will be inviting past recipients for the individual awards to come present the award to the new recipient this year if we have nominees and recipients in those categories, and is also working with the venue on details** (editor's note: forgot to mention the former during the meeting).

Emily shared that the **ceremony PPT, certificates, trophies and registration/invites will all have to wait until after nomination deadline closes (among many other items). There will be a lot of work still to come in August thru September before the event once the nomination deadline closes at the end of this month, and we are grateful for the continued support and prompt assistance from everyone.** We appreciate your continued willingness to do so going forward so we can bring together this event. **Emily also staffs YLF which has an event the first week of August, and Emily & Ryan also staff Community Outreach which is planning an**

**event shortly after the Awards ceremony, so there is a lot going on for staff right now and we covet any help we can get.**

**Amy moved to adjourn early and will look at the minutes for next steps.**

Matt agreed. Matt thanked the staff for their work for GCDE. They appreciate us as we appreciate them. **We will see everyone next Friday and hopefully the Zoom issues will be resolved by then. Keep an eye out for the poll for the new meeting date and time early next week and please respond ASAP. Lookout for info from Ryan and Janet next week on training if participating in judging as well (training to occur over next couple of weeks prior to end of month nomination deadline). Selection process to occur ASAP during first two weeks of August after deadline closes (stay tuned for more info from Emily and Ryan then and please be prepared to hit the ground running if participating in that). We will keep the meeting next week and move it the following week, stay tuned.**

Hearing nothing else, final motion to adjourn. Clarence recognized Janet for her 10-year anniversary as director of WVS before we so moved. We will see everyone next week, have a great weekend.

**10. Next action steps** – Carry over from last meeting and new:

- a. Keep sharing the word about nominations and working on those in progress, deadline July 28.
- b. Media release going out today, please share attachment with local networks next week.
- c. Emily to provide nomination status updates at each of next 2 meetings, let us know if you are working on any, running into problems, or have time to help follow up with folks not completed as needed (Ryan working on).
- d. Anyone willing to test Thread from Meta? Can use Facebook login.
- e. Let us know if you can participate in judging panel training over next 2 weeks, are interested in helping, and available for selection panel meetings in first couple of weeks of August – conflicts of interest needed ASAP after deadline closes so meetings can be set and information sent out. Past volunteers will also be asked. Kevin, Matt, Clarence, and Lucas volunteered so far.
- f. Let us know if you are or aren't attending the event on Oct 5-6 so we know volunteer capacity, and if attending, turn in travel forms by end of

- month. Let us know if you have any issues. Not needed if state employee or done recently. Must be available early to setup at venue on 6<sup>th</sup>.
- g. Will provide an update on travel options at next meeting, still working out DES fleet vehicles, budget, and other alternatives (waiting to hear back). Let us know if you need travel assistance, or have concerns with hotel route to venue. Staff contact info to be provided for days of.
  - h. Reserve a room in our hotel block (Ryan can resend info if needed) if attending, ASAP if needing ADA room.
  - i. Won't know about Gov's attendance until Aug or Sept. at event. Will revisit photo session after that. Will inform recipients in the meantime. Event script will be updated accordingly.
  - j. Let us know if you can help create marketing material to promote event and recognize nominees weekly in early Aug-Sept. Clarence, Lucas, and Amy volunteered so far.
  - k. Keep an eye out for registration info in early August after deadline closes (anyone attending must register, including subcommittee members, for meal count and accommodation purposes)
  - l. Be available to review content electronically (via email) and respond quickly if on program, marketing, or judging workgroups.
  - m. Let us know if you are available and when via the poll by next Wed. to change the standing weekly subcommittee meeting date to Mondays at 11am or Thursdays at 3pm starting the last week of July.
  - n. Please be patient as Zoom and connectivity issues are resolved.
  - o. Let us know if there's any other details listed here you want to help with (coordination with venue on setup details, ceremony PPT, certificates, invites, proofing trophies, etc.)

*11. Next meeting date and time: Friday, July 21, 2023, at 11:00 a.m. to 12 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