

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

Awards subcommittee meeting

Thursday, July 27, 2023

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

Minutes

- 1. Welcome** – Meeting called to order by Yvonne at 3:00 to respect folks' time. Welcomed everyone.
- 2. Roll Call** – Present: Ryan, Emily, Elizabeth (interpreter) - staff; Matt, Amy, Kevin, Yvonne, Cullyn. Tammy joined after another meeting.
Absent: Janet, Daniel. (excused)
- 3. Housekeeping Rules** – General rule to speak slowly for interpreter, introduce yourself first (skipped)
- 4. Approve July 21 meeting minutes** - Yvonne asked if folks reviewed, and asked for a motion to approve. Amy so moved; Kevin seconded, all in favor, none opposed, motion carries. Kevin asked to be added to the roll call. Do we need to re-approve at next meeting? Clarification that they can be approved as corrected. Will be resent.
- 5. Nominations Application Packet Update** – Ryan followed up with 5 nominators this morning that are incomplete as of this week. Any updates? We received 7 more nominations so far this week at last check. Some were the incomplete nominations that we followed up yet. We hope to see the others come in that are in the system too. 1 more day. We have 21 complete nominations in 10 categories, and 32 listed as incomplete (we have followed up with 14 of them that were partially filled out and have not yet been received). Question as to the deadline extension. Thank you for asking. Feedback was requested from the team. Amy likes the idea, but is not sure if that would create a hardship for judges. Ryan, Cullyn, Matt, and Kevin also had comments. Ryan is concerned because Emily is the person who has access to the online nomination system, and will be at YLF all next week, so that would have an impact. Ryan prefers if we keep it at tomorrow so that we can start with the judging process next week through August 11. Cullyn concurs. Matt doesn't feel that the judging will take long. Wants to

hear from Emily. Yvonne concurs after Kevin's comments. Kevin wondered how we compare to historically, and is there reason to extend. Yvonne believes numbers are low. Emily will have limited availability next week. Perhaps we can forward any additional documentation next week. We are pending at least a couple more. Others have received similar feedback. Amy noted that more folks may have received word via the news release recently, so it may be too late for them. Elizabeth wondered if we have nominations in every category. She also wondered if we pushed it out a couple of weeks, could she provide support. Emily mentioned that there are nominations in most categories with the exception of Youth and Governor's Trophy, but may be in progress. She hesitated to extend the deadline past YLF because we were hoping to have the selection process completed by the end of that week, so that we have time to do all of the additional items needing to be done after that point. Ryan concurred and will help with the judging process while Emily is out, and noted that the timeline was set to take into consideration all of those subsequent tasks. Cullyn seconds Ryan's opinion, and Matt and Yvonne agree, as well. We will honor that. No other discussion heard.

- 6. Marketing Workgroup Update** – Final reminder/thank you to sponsors went out yesterday (will send notes as well). Will need help the second week of August to promote event/highlight nominees (have volunteers). That will be the next big item. Thank you to those of you who sent the media release and promoted the word to get nominations.
- 7. Judging Panel Discussion and Update** – Ryan apologized that the prior recording did not work out last time. 2nd Training tomorrow at noon. Janet record that one and Ryan will send to those participating for review. Serves as a guide to reviewing and scoring nominations. Watch for an email from Ryan next week with a list of nominees and nominators and turn in your conflicts of interest ASAP (Ryan will keep track and setup judging panels accordingly). Meetings targeted to be done by August 11. Relatively quick turnaround. Thanks to everyone for their support, lots to do from here out. Kevin wondered if they would be judging the same nomination groups pending conflicts of interest. Yvonne recapped about the judging panel training date selection. She asked Ryan if she was missing anything. Ryan noted that staff will be assigning folks to specific categories depending on

their conflicts of interest, such as Matt on the Small Private category, and Kevin to another one, for example. Ryan hoped that clarified. Kevin wondered if the panels from last year were taken into consideration, but will take whatever assignment is needed. Matt recapped that we would look at the different categories, conflicts of interest, and assign people accordingly depending (so it may not be the same as last year depending on the nominations), and folks may be asked to participate in more than 1 depending on the number of nominations and judges. Kevin understood.

- 8. Final Decision on Transportation Options and research** – Yvonne recapped that Elizabeth was going to be looking into the fleet vehicles. Elizabeth added that she has not heard yet and is still awaiting a response. Ryan noted that based on research, we know that 1 person needs transportation, so we may not need a large van – but the fleet information will be good to have regardless. Ryan will also be needing transportation with his support providers. Otherwise, we will consider this issue closed. Folks will be coming from different locations on different schedules, and we will work around that. We can figure out the transportation for the individual needing it. Yvonne wondered if Cullynn had anything to add. Cullynn noted that they discussed with Ryan offline and received a similar update. They will send a thank you note to DES for their help. The information is good to have, and they appreciated their help. Ryan added that the hotel is within walking distance to the convention center. We will check it out in advance, but looking at the map, it seems to be close by, which should be helpful. Yvonne will be there next week and will report back about the distance.
- 9. Other Tasks** – Yvonne reminded folks to book the hotel and complete their travel forms by Monday, let us know and we can resend if needed. Items forthcoming include programs, certificates, registration, certificates, PPT. Registration will come out upon Emily’s return. If you enjoy reading and proofing, please let Emily and Yvonne know if you can help. Yvonne will be helping as well. Yvonne wondered about the event vocalist and wanted folks ideas. Cullynn asked to repeat. It will be for the ceremony. Ryan clarified that it will be for the national anthem. Last year it was Steve Stefanowicz. If we can find someone local, that would be great. Yvonne will check. She may know someone who could help and will reach out to her, and get back to the group. Cullynn thought perhaps we could utilize the

internet to do a local search, and liked Amy's suggestion to ask a local high school or community college. Yvonne would also like to revisit the registration process, and asked folks to let her and staff know if they'd like to help with that. Cullynn thanked Yvonne and staff and Kevin concurred. Meeting cancelled for next week. Yvonne appreciates Matt's help as well. Matt concurs. Ryan wanted Emily and Elizabeth to stay briefly if possible. Meeting adjourned at 3:46, have a great week, we will see you at the next meeting and Yvonne is excited to hear about YLF, goodbye to all and have a great weekend.

10. Next action steps – noted in minutes:

- a. Nomination packets will be sent, judging process to occur soon.
- b. Tomorrow is the last day for nominations. Emily will be at YLF next week, so some work will continue after.
- c. Judging panel training tomorrow at noon, will be recorded.
- d. Promo for event starting week of 8/7
- e. Judging panel, watch for more info from Ryan
- f. Let us know about any changes in marketing you'd like to see next year
- g. Judges, please return conflicts of interest ASAP, so that we can setup panels, send nomination packets, scoring sheets, and instructions, and set meetings (review the training PPT or recording if needed)
- h. Let us know if you can attend on Oct 5-6, turn in your **travel forms by Monday if so**, and be on the lookout for volunteer task list and sign-up
- i. We will provide staff contact information for day of travel emergencies
- j. Reserve a room in the hotel block at Hilton Gardens if not done already**
- k. Stay tuned for more on Gov's attendance/next steps later this summer/fall**
- l. Let us know if you have time to proof and review materials (event promo, trophies, certificates, ceremony PPT, program booklet etc.)
- m. Stay tuned for event registration starting the week of 8/7, everyone attending will need to register, including subcommittee members

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

Important Note:

31st Annual Governor's Employer Awards

Friday, October 6, 2023

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

Hotel: Hilton Gardens

Ryan appreciates Elizabeth and Emily staying back for a few minutes before 4pm while we have the interpreters. He wants to make sure we have everything in line. He understands the members concerns. He believes he and Emily have worked together to try to make sure everything in place before she leaves next week, and will let Elizabeth know if we need anything. He wondered if Emily had anything to add. Emily missed a couple minutes and asked for a recap (meeting cancelled next week). Emily hoped that she could include Elizabeth when she sends Ryan the nomination info so she can help next week during YLF with limited availability. Elizabeth agreed. Ryan concurred as well, they will take care of it. Emily appreciates it and will make sure she is caught up before YLF, they can text if anything comes up, but otherwise will have limited availability. Elizabeth wondered if there was anything else. Ryan thinks the most important thing is that Emily gets the nomination info to them so that they can send it to the judging panels. He will send the training recording as well.