

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

Awards subcommittee meeting

July 27, 2022

11 am to 12 noon

Minutes

- 1. Welcome** – meeting called to order by Janet at 11:02 am, we have a fairly short agenda and may adjourn a few minutes early, will add any late attendee
- 2. Roll Call** – Janet thanked everyone for coming, especially now that we are having more frequent meetings, we appreciate your time. Present for staff: Emily, Ryan; subcommittee members: Lucas, Matt, Kevin, Kristin, Mike, Janet, and Tammy. We heard from Yvonne, Amy, and Clarence that they could not attend.
- 3. Housekeeping Rules** – Raise your hand for questions, use the reactions button as needed or the chat, identify yourself by name before speaking
- 4. Approval of July 20, meeting minutes** – detailed minutes were sent last week, there were some action steps that we will talk about later on the agenda, no questions or comments were heard, Mike moved to approve, and Kevin seconded, all were in favor.
- 5. Venue discussion** – this was likely our biggest item left on the agenda, so we wanted to devote some time to it, Ryan started by sharing an update about what he knows so far.

Recapped that outsiders are not allowed to host events at Microsoft, and has been exploring other options. Lots of places are unavailable unless we could be flexible with the date.

South Seattle College is an option, along with the Embassy Suites in Lynwood (which can hold 300), and a couple of smaller govt. bldgs. (Legislative Bldg. on Capitol Campus and Helen Sommers bldg. downtown).

We continue to research additional options. It is becoming harder to find space, but received more ideas yesterday, to include venues in Tacoma and others to check, but it has not been easy.

Ryan proposed an option to Janet to drop the meal and consider just having a reception with light refreshments of some sort. We need to secure a location ASAP because availability is limited, and it will only get more difficult.

Questions were fielded about what may be going on during October 21 that it is so popular, and if we can consider changing the date. We don't think changing the date is feasible since it has already been announced.

We were unsure as to why the date we picked is so popular, aside from it being somewhat of a late ask, so it could have something to do with the timing but there is still some availability. We have an excel sheet with options.

Folks may be doing things for Disability Employment Awareness month or other Fall activities. We can't change it for example to the week after (October 28 which was suggested) because that is the date of our General Membership meeting.

Questions were posed about venues in Lacey, Tumwater, Yelm, and Federal Way as well, but it was discovered that all are full with weddings or other events, and some were remodeling or had limited staffing capacity or are difficult to reach.

Mike shared that the casinos often will not discuss much with you unless you have a date and number of people or more specifics. They will often do catering onsite, however. It was suggested that we finalize some information to move forward.

We need to know who we are inviting, the budget we have, the number of people, the room capacity, the type of venue we are considering (hotels, etc.) and could also always consider going back to a virtual event.

Janet shared some information about recent holiday events her organization has hosted. In 2019, they secured the Embassy Suites in Lynwood for an event with a full meal for 70 people for just over \$3,000 (similar in 2018 and \$2,000 in 2017).

Things will likely be more expensive now. However, hotels may be within our budget and will often do all of the setup for you as well, and charge a small fee for the added audio-visual equipment usually.

Discussion was about the number of attendees to shoot for, and 250 was reached. Often this is flexible, but shooting for lower initially may be too few by the time you add everyone up. It was suggested we get 2-3 quotes to compare.

It is often hard to estimate or forecast the number, but we should know more by the survey deadline, which will initially be August 25, likely extended to September 1 from there.

We should also try to obtain quotes for different types of meals (i.e. lunch vs. breakfast vs. brunch or light refreshments/pastries). Many venues are not available the night before so we will have to account for setup time.

Perhaps we could consider a brunch option as opposed to a lunch or later afternoon since that would likely be cheaper, but for example, if we did an 11am event maybe we could setup at 9am so it is all on the same day.

There are likely some setup items (assembling certificates, name badges, packets with programs and instructions for accepting your award and a notice listing any dietary restrictions etc.) that can be done offsite.

6. **Social Media and Nomination Application Update** – we have 3 complete nominations now, and 41 pending, for a total of 44 in the system as of this morning. We have the original Large Non-Profit for Seattle Children's, a Governor's Trophy from last week, and now a new Youth award nomination. Our social media posts have still been reaching upwards of 100 people.
7. **Sponsorship Update** – Microsoft is donating \$2,500, we have reached out to the contact with WSECU who has donated in the past and they are reviewing it, most likely will donate again, we would still welcome any ideas from folks and are working on the list Clarence had sent previously as well. Ryan will have a discussion with Matt and Clarence offline to clarify information.

Tammy shared that the tribal organizations have sponsored one of their events in years past, and we might consider reaching out to them. The casinos were also suggested since they are required to donate a certain portion of their income.

It was noted that these types of organizations may need a few months of notice, so may be worth considering next year, and are often prone to donate towards certain specific causes, such as that of promoting opportunities for youth (such as our Youth Award).

- 8. Marketing Work Group discussion/Update** – Janet briefly shared the Carolyn Blair Brown flyer and noted that it includes photos of Carolyn as well as past recipients, and that this will be the last targeted category in addition to the Employer and Youth which are finished. They will finalize the Carolyn Blair Brown and Direct Support Professional to me to edit and distribute soon.

On a separate note, it was suggested that we get the selection committee dates on the calendar as soon as possible, and Janet shared that she plans to schedule a training about the different rating scales in late August before the deadline closes.

- 9. Next steps** – We will check more venues and keep everyone informed, please continue to share your ideas as soon as possible, Mike will follow back up with some of his contacts, and we'll plan to move forward with a 10/21 date for approximately 250.

- 10. Next meeting date: Wednesday, August 3 from 11 am to 12 noon** (Ryan will lead)