

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

Awards subcommittee meeting

May 18, 2022

11 am to 12 noon

Minutes

1. **Welcome** – meeting called to order by Chair at 11:02am, we are starting to get rolling, garnering excitement
2. **Roll Call** – Present: Staff - Ryan, Elizabeth, and Emily; Members – Clarence, Lucas, Amy, Tammy, Janet; ASL interpreter; Excused – Matt, Yvonne, Cullynn
3. **Housekeeping Rules** – state your name before you speak, raise your hand
4. **Approval of May 4th meeting minutes** – sent last week, Amy moves, Clarence seconds
5. **Awards Brochure and Nomination Application Packet Quick Update** – Nomination packet was launched on Friday, the brochure sent earlier in the week, has received wide distribution, including County Coordinators, DVR, DDA, CEA, have received a completed nomination from a member in the Large Non-Profit category already with a handful more in the works, is an exceptional start, members have shared with new contacts to include youth organizations, we will keep an eye on those in-progress and provide updates at meetings, other members are considering making nominations, we will keep track of them as they are received, the deadline has been added to the website, and the brochure link will be updated
6. **Decision on Awards Event Platform on October 21, 2022: Poll Update** – 15 total votes received from subcommittee members and staff, 8 for a large in-person event, 2 for a virtual only event, and 5 a virtual event followed by a smaller in-person event for recipients only. Ryan shared about a recent memo from the white house to indicate there could be an increase in COVID cases of as high as 100 million come the fall. It was suggested that additional safety precautions be enacted for an in-person event. Comments were heard about the possibility of closures and the need to check into cancellation policies. A note was made about the increased cost of an in-person event. It was also noted that the venue was advertised in the cover

letter as undecided, but people may have made assumptions about an in-person event. We will need to keep up to date on the state of the pandemic and course correct if necessary. We need to have a backup plan. We usually cannot start planning a virtual event in earnest until after nominations are received. There are other options that could be considered for an in-person event, such as fewer numbers of attendees. Votes are leaning towards in-person. We will need to have strong advocacy for safety. The group weighed the results of the poll and venue options and chose to do an in-person event.

- 7. Sponsorship Update** – it was mentioned that sometimes sponsorships are venue based (i.e. based upon whether it is in-person or virtual). We will need to update our sponsorship letter accordingly and figure out where to send it. An in-person event will be more expensive. We will also have to adjust our sponsorship levels accordingly. There is a workgroup to include Matt and Clarence working on this, and they have developed a list of possible resources to contact, will begin work soon.
- 8. Marketing Work Group Update** – Janet briefly shared a flyer that the small group consisting of herself, Clarence, Cullynn, and Janet's colleague Laura have developed, they plan to do them for all categories, to include a photo of a past employer, a quote from them, and a checklist of why to nominate.
- 9. GCDE Communications Marketing Plan on Awards Subcommittee** – this was tabled until the next meeting, however, materials regarding what was done last year via the GCDE listserv and Facebook page were shared with the materials sent in advance of this meeting.
- 10. Next steps** – We will be bringing another new discussion item as well.
- 11. Next meeting date: Wednesday, June 1st from 11 am to 12 noon**