

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

Awards subcommittee meeting

September 21, 2022

11 am to 12 noon

Minutes

- 1. Welcome** – Meeting called to order by Janet at 11:02 am, thanked everyone for attending and welcomed all. Shared that we are now within 30 days of the event, it is a month from today, in fact. We will soon be done with the weekly meetings and give everyone a bit of time back in their schedule.
- 2. Roll Call** – Present for staff: Ryan, Emily; Subcommittee members: Lucas, Kevin, Kristin, Clarence, Yvonne, Amy, Mike, and Janet. Tammy, Matt, and Cullyn let us know they couldn't make it (although Cullyn said she is still willing to help with the teasers if needed). We have a quorum with those present.
- 3. Housekeeping Rules** – Identify yourself prior to speaking, allow time in between speakers for interpreters, use the raise hand reaction or raise your hand onscreen to voice a comment, otherwise simply unmute yourself if no one else is already speaking. Thank you for following these rules, it makes the process quicker.
- 4. Approval of September 14 meeting minutes** – the minutes were sent last week, if everyone has had a chance to review and no one has questions, we request a motion to approve. Kevin moves and gave a kudos to staff for compiling, and Yvonne seconded. Janet thanked them. It was noted that there was a minor addition to the agenda after it was sent, to add a section for receiving additional feedback on the selection process after item #8 for those who had not yet completed it prior to the last meeting.
- 5. Venue and Sponsorship Update** – Ryan reported that the contract with the hotel (Lynnwood Embassy Suites) has been signed, sealed, and delivered – so that is great news that that's taken care of. We are still working on food coordination and the menu choices, we want to make sure we are offering the correct items to accommodate everyone's needs, and will be able to get the registration form sent after that is confirmed so that we can collect

that information and will be able to get back to the hotel about the numbers for each choice by their deadline. We will have more on that by next week, or as soon as possible otherwise.

As to the sponsorship, we heard from Boeing last week that they are unable to sponsor, which has already been discussed. In other surprising, but good news, we received a 1,000 sponsorship from Auntie Anne's (a past recipient). We now have a total of 5,500. It was asked if we had heard from DVR or any others outstanding, and Ryan said he'd have to follow up. It was reiterated that anything helps.

- 6. Event Program Update** – Janet reported that we have secured a singer for the national anthem, and confirmed that it will be Steve Stefanowicz who sang at our in person event a number of years ago and is great, Clarence was great at the virtual event last year as well. Progress continues on the written program booklet. We have confirmed an emcee as well, Barry Long, who has assisted us at various in person events in the past as well and has a great voice for it. We are also working to secure the previous recipients to present the two individual awards (direct support and Governor's trophy).
- 7. Marketing and Email teasers Update** – Kristin is working on the teaser for this week, she will have it to Emily within the next day or so in time for send out on Friday. The medium private teaser went out last week with the graphic. Janet has received some great comments on it, she forwarded it to the nominees who were included that were nominated by her agency, they shared it out with their staff and are excited about the publicity, which she thinks is a great thing. We will include subsequent graphics (and descriptions) from Clarence, as well as the registration link, provided we can get it sent out to nominees and nominators first.
- 8. Task List Overview** – Here Janet said is where we get down to the nuts and bolts of what needs to be secured and organized for the event. So far, four people have volunteered to come early, Yvonne (who will invite her husband), Mike (who has volunteered to help with registration and will bring his wife), and Janet has a couple of people who can help from her agency as well. Kevin let us know that he cannot attend. The task list was shared on screen and people were asked to indicate their interest in volunteering for specific tasks so we can get an idea of what's still needed.

Amy mentioned that she has another engagement early in the morning in Bellingham, so would be arriving later, but has the day off otherwise and could assist with other tasks that start later. She is also interested in serving as a photographer. Janet said she has a camera that she can provide, which would likely be more effective than a phone. Yvonne is going to reach out to Jerry Johnsen as well. It will likely behoove us to assign one person to take photos of the volunteers, audience, etc. and the other to take photos of the nominees and recipients. We will also check with the ESD communications department for a volunteer, and a member of the WVS staff has helped in the past as well. Typically there are a large number of photos to share. The photos are often used for publicity and sent to nominees etc.

The various other tasks and number of volunteers were reviewed along with the corresponding duties, such as the work party, walkthrough (usually handled by staff), registration table, greeters (Janet's staff can help with this), Ryan shared that there should be plenty of space and that the hotel staff would also help with some setup items. He shared that he will be the accommodations and catering point of contact. People may be able to assist with more than one thing in shifts, such as greeting and seating assistance. We will ask folks to stay and help clean up the items we brought, and the hotel staff will also help with cleanup otherwise. Elaine can read nominees since there are so few.

Otherwise, staff continues to work on the invites, certificates, trophies, inviting the governor, the program booklet (which is due October 10th and still has a number of missing pieces such as confirming spellings, speaker bios), and all of the other behind the scenes type of items. A question was posed about the press release and Ryan shared that he will handle that.

a. Assistance on the day of the event – Volunteers were solicited.

- 9. Selection process feedback** – Matt wasn't present, but Kristin shared that it might be helpful to show what a well written nomination looks like, and felt that some nomination category questions lined up better with the scoring sheet than others. Janet shared that we have revised the scoring sheets to include examples of what we're looking for, but can take another look at them, and also consider providing samples. She agreed that sometimes you have to dig further into the content than others to find the various criteria.

10. Nomination process feedback survey – we plan to conduct a survey of nominators with questions about their nomination experience, similar to one that was developed in 2019, in order to collect their feedback (especially in light of the low number of nominations). We will also make some revisions to the survey form itself to include more save points, which we are hoping will help in the future, as well.

11. Next meeting date: Wednesday, September 28 from 11 am to 12 noon. Meeting was adjourned and people were thanked for attending and bid farewell.