

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

### Awards subcommittee meeting

September 14, 2022

11 am to 12 noon

#### Minutes

- 1. Welcome** – Meeting called to order by Janet at 11:02, welcomed everyone and thanked them for coming, and also thanked everyone for their time in judging as well.
- 2. Roll Call** - Present from Staff: Ryan and Emily; Subcommittee members: Cullyn, Matt, Daniel, Yvonne, Kristin, Mike, Janet, Clarence, and Tammy
- 3. Housekeeping Rules** - Identify yourself prior to speaking, speak 1 at a time, use the raise your hand or reactions features as needed
- 4. Approval of September 7 meeting minutes** - were sent out last week, Kristin moved to approve, Matt seconded, all were in favor, staff was thanked for their time in compiling them.
- 5. Venue Update** - Ryan shared that we have great news, the agreement has been received as a result of the follow up communications and ESD has officially signed off as of this morning, the hotel still needs to sign off but we are hoping to hear from them by tomorrow. We will get the name of the venue, address, and name of the ballroom sent out soon as well. From there, we will work with the venue on the food orders, and will include a question about dietary restrictions on the registration form. We can also send an invite to the Governor now as well.
- 6. Sponsorship Update** - Ryan shared that we heard from Boeing that they are unable to sponsor. We are still awaiting a response from BECU. It was suggested that we send out sponsorship requests 6 months in advance of the event as opposed to 3 months so that perhaps we won't have as hard of a time in securing them. Knowing this now we can plan better for next year. We do have two sponsorships, from Microsoft and WSECU, in the amount of \$4500. It was suggested that sometimes sponsors prefer to know the type of event upfront when being asked to sponsor (i.e. if it will be in-person and they'll have a chance to attend or if it will be virtual). It was suggested that we could try to reach out to a couple more places now

that we have the venue, such as DVR, who have sponsored in the past. On the other hand, we understand that sometimes budgets have already been finalized and people are unable to sponsor.

- 7. Marketing and Email teasers Update** - Kristin was thanked for her work on the Small Private teasers that went out last week, they were very catchy. It was noted that these are a nice addition to our marketing campaign for the program, and that often nominees like to see and share them, and it helps build excitement and promote both the nominees and the event. We will be sending them on a weekly basis by category from now on. Cullynn has also volunteered to help. Clarence's son has agreed to provide some drawings as he did last year, along the same theme, and sent the original one to the team for feedback. It was suggested that we also share the teasers directly with the nominees each week to ensure they receive them.
- 8. Selection of sub workgroup update** – the selection workgroup was thanked for their work, many people participated in three or more categories. They were recognized for their efforts in coordinating schedules, reading nominations, and scoring them. Their participation is greatly appreciated. We are in great shape, we only have two teams left to hear from who will be meeting tonight, and one team who met directly before today's meeting. After that, the process will be completed. Folks have been great about communicating back with their scores, which is wonderful. Most have largely been in agreement about the scores as well, which is wonderful. Scores will be kept confidential. The group who participated was asked to share any feedback.

It was noted that people could also email their feedback about the process. It was suggested that a lead judge be assigned to report back the scores, and clarified that this took place. When asked for feedback about the timing, the only comment received was that since the deadline to have completed reviews fell over a weekend, sometimes folks were not as responsive to emails as they could have been. It was also suggested that if possible we have more judges next time so people are only responsible for rating a maximum of two categories, especially if there are more nominations. We did have a plan for adding more people this year, so we can be ready to go with that again next year if needed. While the

communications sent out were clear, sometimes it was hard to keep track if you were participating in more than one group. It was suggested that a summary email be sent to each lead with a list of the categories they are leading and a list of the other categories they are participating in, instead of separate emails for each category. A lot of the nominations were strong, and we hope to develop a mechanism to encourage people to re-submit next year because we think they are worthy of recognition and it was hard to decide. We do also have the ability to bestow more than one award in a category. Some nominations were more difficult to judge, however, if they did not answer the questions. It created more work for the judges to review the overall content and score the whole nomination versus the specific questions. It was suggested that we consider expanding our tip sheet to help with this. Sometimes, more information could be found in the support documents or the questions that were not rated.

**9. Other Tasks and Projects** – we need to start identifying people to help with tasks on the day of the event. There are lots of things that need to be organized and prepared the morning of, such as the registration table. We have the ballroom (for event) and atrium (for registration) from 8am-5pm that day. We will need people to hand out name badges, meal tickets for dietary restrictions, among other things. We will send out a list next week of tasks people can volunteer for. We understand if some people are not ready to commit to attending yet. Folks were welcomed to look at their schedules if needed. Mike volunteered to help with registration, and usually we have 3 people. Clarence said he was not sure if he will be able to attend but is going to try. The same goes for Matt. Tammy also volunteered. They will let us know as we get closer. Staff is going to discuss offline and think about additional tasks. We will need to assemble the PowerPoint still as we receive photos, for example, and we will also need people to read off nominees at the event. So there are things you can help with both before and during the event. We will also need people to help people to their seats at the event.

**10. Next steps** - we will need to work on trophies, certificates, registration, inviting the governor and others. We may not know about their participation until later. We will also need to figure out inviting the

nominees from the past couple of years to meet and take photos with the governor. We will also need to work on the program, as well as the tasks listed above during the day of the event and in the background leading up to it. There are lots of action items that need to happen. We will look at the list from a couple of years ago and provide more information next week.

**11. Next meeting date: Wednesday, September 21 from 11 am to 12 noon**