

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

Awards subcommittee meeting | Thurs., Sept. 7, 2023 | 3 pm to 4 pm

Minutes

- 1. Welcome** – Meeting called to order by Matt at 3:03. Welcomed all. Checking in with folks. Ryan will be back. Hopefully we can adjourn early.
- 2. Roll Call** – Present: Emily, Ryan, interpreter (staff); Matt (leading), Clarence, Kevin (subcommittee members). Hopefully more folks will join.
Absent: Yvonne, Cullyn, Tammy and Elizabeth excused. No others heard.
- 3. Housekeeping Rules** – reminder to state your name and speak slowly.
- 4. Approve August 31 meeting minutes** - Matt asked re: review and for a motion to approve. Kevin so moved; no second. Amendment to item #6 (Ryan apologized for the oversight and appreciates the feedback). We can resend them. Question about quorum. Kevin doesn't believe we have one, but defers to staff. Ryan verified. We will table the approval for now. It doesn't happen often where we don't have quorum. Staff confirmed regarding tabling the minutes approval for now.
- 5. Vocalist Update** - Matt reported that we have good news, we secured a vocalist (Abigail Bennatt per an email from Yvonne, a YouTube link was provided for a past performance). We can resend it if needed. Are there any questions or comments on this? Kevin enjoyed the recording, and is glad we'll have Abigail with us. Matt hasn't watched it yet, but is optimistic. We also have day-of volunteers from the Wenatchee School District Transition program, per Emily. 12 (correction: 13) have registered so far, with another 7 expected. We can plan to reserve them tables (they will get lunch and are coming from locally), and Emily will check on the number of tickets remaining and how many nominees, nominators and sponsors haven't registered yet after the meeting. It will be great exposure for them. The room holds 150 people. We are all set with the venue on the necessary equipment for audio for the vocalist and videos. The scripts and instructions have also been sent to those providing videos (for the individual Awards presentations). Information was provided last week about our emcee, and the vocalist. They will also be provided the event

script to get acquainted with the program. Reimbursing guest speaker travel is still on the list for consideration next year.

- 6. Thursday, October 5th Logistics** – Matt deferred to Ryan or Emily. Ryan reported that we don't have enough members here to discuss this today, since those present won't be attending the event. We will table this item for now. Folks such as Amy and Cullynn, and others who will be attending the event, will need to be present for the discussion. Perhaps we can send an email on this offline to members who are attending. Matt confirmed that we can also move this to next week if needed. Ryan will start with an email to those attending. We can move it to the agenda for next week to discuss as a group, if we don't receive adequate responses via email. Kevin would still like to be included in the discussion if possible, even though he cannot attend. Ryan will email the group attending for now, and will provide an update to the full group at the next meeting, as to what comes of that discussion. Matt clarified that the items discussed will be specific tasks for the group attending, that they will need to help with, and which are still being organized, and then the rest of the group will be brought up to speed next week.
- 7. Marketing Update** – Emily reported that the Medium Non-Profit and Medium Public (State) Employer spotlights went out yesterday. We have a plan to recognize everyone before the event. We followed up with nominees and nominators about confirming spelling, attending the event, and who is accepting on their behalf, as well as photos and releases today. We will follow up once more in a couple weeks before the event, and are tracking registrations. Subcommittee members and guests will need to register if attending, as well (if not completed already). Let us know if you need any assistance with confirming any of your arrangements. We'll send an email reminder since not a lot of folks are in attendance today. No other questions, comments, or concerns heard on this subject.
- 8. Event Logistics – Registration, etc.** – Matt wondered if there is anything to report on this. Ryan said we will hold the October 5th logistics discussion until the next meeting, and for those of us who aren't able to attend, we'll spare you and save you the time on that for now. Matt appreciates it. Clarification was requested from Matt about talking about event day logistics now too, or tabling for next week as well. Ryan is deferring to Emily

about registrations and other information. Emily recapped that we do have lots of volunteers for event day now. She thanked those who have signed up to help on the day of so far. It was noted that there are still slots remaining. We'll resend the sign-up list this week. Folks who attended in the past can also let us know if they have any thoughts as to how the registration or other day-of processes can be improved. The comments from last year will be reviewed by staff, and can be sent to the team as well if desired. More info to come on local aspects for those attending (route from hotel to venue, venue setup and layout, local restaurants, etc.) Per Emily, hopefully folks have made their travel arrangements by now. On another note, folks should also be receiving the listserv messages highlighting nominees per Emily (they are also posted on our Facebook page). Emily noted that deadlines are in place to review, print, and braille the program during the week of 9/19. Per Emily, deadlines are now in place for reviewing the ceremony PPT and certificates as well (next Friday 9/15). Emily reported that Elizabeth followed up with the Governor's office yesterday, and they are considering our request for the Governor to attend or provide a video, so we'll keep folks posted. We are now at 81 (correction: 82) registrations, per Emily. She mentioned that we may reach capacity, which is exciting. Kevin dropped off the call at this point. Ryan added that it may be more likely that we receive a video submission from the Governor's office, rather than an in-person attendance, but it's still hard to say. Elizabeth will help with talking points for the video if needed, per Emily. We may not know until closer, per Ryan. Nothing else heard on this agenda topic.

- 9. Other Tasks** – Matt wondered if there is anything else to report here. Ryan deferred to Emily. Emily reported that we have nearly all of the recipient rationales and are awaiting 1 more from Yvonne by mid-next week when she is feeling better. Thanks to those who have provided feedback so far. Trophies have been ordered and confirmed to arrive in time, per Emily. Supplies have also been ordered. As needed Accommodations are mostly arranged, and refreshments also, per Emily. Ryan provided an update about the interpreter situation. He just got off the phone with ODHH, and they think 3 interpreters will be sufficient, so the request for the 4th one has been cancelled. Matt asked if there are any other items. Ryan had a couple

of other items to mention. He shared that we will invite the sponsors, and also, we will have the news release going out to announce recipients after the event, once the recipients have been notified. Matt reminded folks about the upcoming meeting at this same time next week, and hopes some more folks can attend. Jokes aside, the action items will be recapped in the notes, and sent out prior to the next meeting with the revised notes from last meeting as well. Ryan and Emily will chat briefly after the meeting. Meeting adjourned by Matt at 3:33pm, hearing nothing else. Have a good rest of the day all, see you next week, thanks.

10. Next action steps – Emily noted that:

- a. We will let folks know about the Governor's attendance or video.
- b. We will see about inviting Melinda (former Awards program staff).
- c. We are just waiting for one more write up regarding recipients. Let us know of any more process improvements for judging. Trophies are ordered. Certificate and PPT work continues.
- d. Nominee highlights will continue weekly until the event (plan in place). Please share on your channels.
- e. Work continues to follow up with nominees and nominators about photos, releases, and attending the event.
- f. Volunteer signup sheet, hotel, & travel – sign up for day of tasks and take care of travel ASAP, if not already. Let us know of process improvement ideas for day-of, if any. Last year's can be sent if desired.
- g. Hotel update – we will consider covering guest travel and booking a larger block of rooms next year.
- h. Please watch your inboxes for additional asks for help, and be willing to jump in during meetings as well.
- i. More information to come on local accommodations/venue for those attending.
- j. Work continues on vocalist and guest speaker/volunteer preparation for day of, including subcommittee members (as well as trophy presenters, and transition program volunteers).
- k. Sponsors have been thanked, supplies ordered, and sponsors will be invited to attend as well.
- l. More asks to come regarding proofing in the next couple of weeks, please stay tuned.

m. Register to attend if attending, including guests, all must be done separately.

11. Next meeting date and time: Thursday, September 14, 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