

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

Awards subcommittee meeting

July 20, 2022

Minutes

- 1. Welcome** – meeting called to order by Janet at 11:01, will add any late attendees to minutes
- 2. Roll Call** – Amy was excused, Staff: Ryan, Emily; Subcommittee: Yvonne, Clarence, Kevin, Mike, Janet
- 3. Housekeeping Rules** – state your name, use chat or reactions as needed, raised your hand to be called on, will adjourn on time at noon
- 4. Approval of July 6, meeting minutes** – sent in advance, detailed (thanks to staff), no questions or comments, Yvonne moves to approve, Kevin seconds, all in favor
- 5. Venue discussion** – robust discussion was had on this topic. Ryan led the team in conversation. Microsoft won't be the venue, they are not open to the public, just internally. We are searching for a different venue and have 9 suggestions on the list, to include one in Wenatchee (convention center), 2 govt. bldgs., the Embassy in Lynwood, a golf course in Mt. Lake Terrace, and a venue in Yelm along with a few others.

The Helen Sommers bldg.. in Olympia is accessible, and has some space, but is smaller overall and even more limited if food is provided. Otherwise, theater seating is available at a higher capacity. Ryan did not have in-person support to make calls last week.

There is no specific plan yet for the budget or any allocations. It was suggested we look at historical data (Emily will send the spreadsheet) and make inquiries about costs when reaching out to venues.

Lucas will participate in the venue workgroup, Matt and Clarence are already on the sponsorship workgroup, so we want to have a fair work load.

We could possibly consider doing a smaller event by invitation only, but still in-person (not virtual). We would still need to be sure to recognize all nominees in addition to announcing the recipients, even if it is a smaller in-person event (the Awards subcommittee team would also be included).

It was suggested that the Dumas Bay Center where we are holding YLF be considered, as they have rooms and catering, as well as the casinos. Mike is going to do some research into those with a goal of our next Wed. meeting.

It is important to have a backup plan for in person due to rising COVID #'s, although that is difficult, for example to plan for virtual since there are different needs (i.e. a videographer) and both are still a lot of work.

We could make sure venues have good ventilation when asking around, and need to keep in mind that seating will probably be less with social distancing. There was conversation around separating masked and unmasked guests but we may just want to require them.

There was a question about our numbers with food. It depends on the number of nominations received, as well as the number of recipients. With everyone invited, past ceremonies have hovered around the 250 mark. Typically we receive 30-50 nominations, and it also depends how many VIPS we invite.

With a smaller invite where not everyone attended, but recipients only, it may be closer to 30-50 attendees. Usually people bring 2-3 company representatives or supported employees. There could be anywhere from 10-14 categories with recipients.

Conversation was had about possibly offering a streaming option for those not comfortable coming in person, and that would depend on the capabilities of the venue.

It was noted that the cost of food is going up and we need to use our resources wisely. We might consider using the King County per diem rate as a basis for estimation.

We should likely set a deadline to make a decision because there will be additional considerations if we are going to change course.

- 6. Social Media and Nomination Application Update** – there is one new completion in the system for the Governor’s Trophy category. The other one is for Seattle Children’s. There are 34 in the system as incomplete. Janet’s team currently has 7 in-progress (working on gathering supporting documents). Hopefully others will start coming in soon.

There was some momentary trouble with the interpreter, but they were able to get reconnected. Ryan shared that he sent out the news release to a couple of veterans groups recently.

Mike shared that he has been making phone calls and will continue to do so. There was a note that the judging process was a bit tight on time last time, so as soon as we can get those teams together and the materials out, the better.

Janet noted that Emily made a timeline with a bit more cushion for this year. We cannot yet assign teams because we will need to know conflicts of interest once the nominations are in. In the meantime, we could have a training meeting about how to fill out the forms and the rating process.

- 7. Sponsorship Update** – Microsoft has committed to \$2500. Clarence is working on the list that he provided and is researching contacts. Right now he just has departments and is looking for specific contacts within them to address the letter to via email.
- 8. Marketing Work Group discussion/Update** – This consists of Clarence, Laura, Cullynn, and Janet. There is a lot of great creativity represented. There was not sufficient time to share the latest flyers, but they have worked on the youth and the direct support professional for CRP’s, and the Governor’s trophy is next. That will be the last targeted category. They will also be shared out to the listserv.
- 9. Next steps** – there was not sufficient time to recap.
- 10. Next meeting date: Wednesday, July 27 from 11 am to 12 noon** - will be simple agendas, moving towards weekly meetings, with continued updates and the formation of new groups (such as the judging committee).