

**Commission on Disability Concerns
Mayor's Awards Committee
Meeting Minutes, September 17, 2008
3:00 p.m.**

**Tempe Community Council
34 East 7th St., Bldg. A, Tempe AZ**

(MEMBERS) Present:

Irene Mochel, Vanessa Anspach, Alisa Mauldin for (Emma Bordner)

Staff Present:

Karl Stephens, ADA Compliance Specialist (by telephone)

Guests present:

None

1. Meeting called to order at 3:13 p.m. by Karl Stephens
2. Review of the following Awards Event areas; assignments:
 - **Event Date** – *April 30, 2008 from 3:00 p.m. to 5:00 p.m.* – Discussion that Wednesday was a much better day than Thursday (originally planned) because of conflicts with Mayor's schedule for Thursday City Council meetings. Committee felt that this day of the week worked well.
 - **Speaker** – *Mr. Luis Ross of Phoenix* – Feedback was that Mr. Ross did a good job but some functional changes need to be made. A personal assistant for the Speaker if they have mobility issues and need help moving off stage after their presentation was suggested. Also, that more background information regarding award recipient's be given to the Mayor. In addition, find some way to again have individual photos of the recipients in a Power Point program that can be shown on a screen before and during the event.
 - **Food and Facility** – *Tempe Center for the Arts (TCA), Lakeside Room.* – Committee notified by staff that the City will not support using TCA again in 2009 because of the high costs involved. Some discussion of returning to the Library Program Room or the Pyle Center, which appeared to be the least desirable esthetically. Other locations will be researched as well.

Some discussion of the possible need for community sponsors to assist with costs for food and beverages.

- **Public Relations** – *The Tempe Community Council staff Emma Bordner will assume the role for sending out the press releases and for calling previous Diablos organization contact(s) regarding the Scholarship checks and Diablos participation at the Awards event. Event was covered by only one newspaper article (in AZ Republic). We need to generate more publicity about the event and get information about the need for nominations much earlier. More marketing for entire event is needed. Discussion about need to be partnered with the Tempe Union Business Advisory Council.*
- **Plaques and Certificates** – *The Tempe Diablos will again provide Scholarships for the award winners, while the City of Tempe will provide the plaques and certificates. Discussion that the Tempe Diablos have already confirmed that they will participate again as sponsors in 2009.*
- **Registration and Printed Programs** – *Tempe Community Council will provide the registration forms and programs as in years past. No issues noted about the programs. The TCC has a contract for printing the registration and programs have usually been no problem. However, the cost of the invitations and shrinking budgets for the current year indicate the need for some assistance from a community sponsor.*
- **Nominations** – *Commission members were notified during the January 15 and the February 19, 2008 meetings to send nominations for all awards to the staff liaison by Close of Business March 28, 2008 for consideration on April 3, 2008 by the Awards Committee. May need more discussion in October regarding the need for more notice to Commissioners in order to increase event participation.*

Meeting adjourned at 4:10 p.m.

Prepared by: Karl Stephens

/s/ Karl W. Stephens
Staff Liaison, ADA Compliance Specialist