

**Commission on Disability Concerns
Mayor's Awards Committee
Meeting Minutes, April 15, 2009
3:30 p.m.**

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

(MEMBERS) Present:

Emma Bordner, Janie Shelton, Vanessa Anspach, Karl Stephens

(Members & Staff) Absent:

Robert Kizere, Liz Perez, Irene Mochel

Guests present:

None

1. Meeting called to order at 3:30 p.m. by Karl Stephens
2. Review of the following Awards Event areas; assignments:
 - **Event Date** – *Staff reported that the Mayor's Assistant had been contacted, and confirmed, that the Mayor's schedule now reflects his availability for the next Mayor's Disability Awards celebration on Thursday, April 30, 2009, from 3:30-5:30 pm. Info. has also been forwarded to all City Council Members and their staff.*
 - **Speaker** – *Staff confirmed that Mr. Randall Howe, Keynote Speaker, has acknowledged that changing the date of the event to April 30th is fine with him. Mr. Howe was notified by staff that he will have 20 minutes for keynote presentation.*
 - **Food and Facility** – *Vanessa confirmed that the caterer is fine with the change of venue and date. Bill for refreshments will be forwarded to the City of Tempe Diversity Dept. (Brandy Naleski) for payment through the Mayor's office. Discussion that the event is now scheduled at the Pyle Center multi-purpose room and what additional work will be necessary to secure a stage, etc. Pyle staff recommends use of the South parking lot because of other construction equipment blocking east parking lot access.*
 - **Public Relations** – Emma Bordner has coordinated all communications for the event with everything in order.

- **Plaques and Certificates** – *Once the awardees are announced, the Diversity Office will order the plaques and TCC will request the scholarship money from the Tempe Diablos for the student awardees. Plaques ordered and will be received no later than April 29 from Trophy Den.*
- **Registration and Printed Programs** – *TCC is developing the invitations and hope to have the bulk of them mailed to our typical mailing list by March 27. Many thanks to Janie Shelton for the generous donation to have the invitations professionally printed. TCC will staff the registration table this year, including handing out nametags and printed programs the day of the event. A select number of programs will be printed in Braille.*
- **Nominations** – *Discussion that nomination forms are on the TCC website and will be linked to the Diversity Dept. website as well. Several inquiries have come from community partners seeking access to the forms. Discussion among members that everyone needs to 'beat the bushes' to let the public know of the event and to solicit nominations for all award categories.*

- **Outstanding issues-**

Multi-purpose room to be set-up for a 1:00 pm start (set-up) time on April 30, at Pyle Adult Center. Confirmation from Pyle staff of 144 + seats on diagonal rows with center and side aisles.

Pyle Center will be available week of event to try out the microphones and sound system.

Meeting adjourned at 4:30 p.m.

Prepared by:

Karl Stephens
Staff