

**Commission on Disability Concerns
Mayor's Awards Committee
Meeting Minutes, February 18, 2009
3:00 p.m.**

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

(MEMBERS) Present:

Emma Bordner, Robert Kizere, Vanessa Anspach, Liz Perez, Janie Shelton
(teleconference)

Staff Present:

Karl Stephens, ADA Compliance Specialist

Guests present:

None

1. Meeting called to order at 3:08 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.
 - **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** – City of Tempe Diversity Dept. will oversee this process as they have done in the past, once the award winner's information is available.
- **Registration and Printed 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.* Janie Shelton will work with Emma Bordner to discuss a sponsorship from the Shelton family to help defer some of the printing costs related to the invitations for the event.
- **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.

Meeting adjourned at 4:05 p.m.

Prepared by: Karl Stephens

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