Tempe

Minutes
Commission on Disability Concerns
Mayor's Disability Awards Committee
January 3, 2008

Minutes of the Awards Subcommittee of the Commission on Disability Concerns meeting held on January 3, 2008, 3:30 p.m., at the Tempe Public Library, Tempe, Arizona

(MEMBERS) Present:
Paul Bennewitz, Janie Shelton, Irene Mochel (by telephone), Larry Randall, Emma Bordner

Staff Present:
Karl Stephens, ADA Compliance Specialist

Guests present:
No guests present

1. Meeting called to order at 3:40 p.m. by Commissioner Paul Bennewitz

2. *Corrections to December minutes indicating that City of Tempe provides the plaques and certificates for the event, not the Tempe Community Council.*

3. Review of the following Awards Event areas; assignments:

   - **Event Date** – Staff member Karl Stephens reported that the Mayor's Assistant, Lillian Woods, had confirmed that Mayor Hugh Hallman's schedule indicates his availability to participate in the Awards event scheduled for May 1, 2008 from 3:00 p.m. to 5:00 p.m.

   - **Speaker** – Mr. Luis Ross of Phoenix has accepted the invitation to present as Keynote Speaker for the 2008 event on May 1. He asked to bring as many as 3 guests from his workplace. He will be encouraged to utilize a Power Point program for his presentation so that he may provide some personal photos from his early years, if possible.

- **Food and Facility** – Staff Karl Stephens contacted Tempe Center for the Arts (TCA) and confirmed a date of May 1, 2008 from 2:00 p.m. to 6:00 p.m. to provide some set-up and clean time for the 3:00 p.m. to 5:00 p.m. event that will be held in the Lakeside Room. Staff also contacted the catering contractor and shared bid information with the committee for cookies and punch for 150 people. With catering costs at about $540.00 and possible equipment and set-up charges at $300-$400 more, feedback from the Diversity office was to proceed with this new location and the Awards Committee agreed. Staff will continue to work with TCA to discuss equipment, stage set-up and accessibility, etc. Staff will also contact Tempe Channel 11 to discuss event set-up from a TV presentation and interview perspective, given all of the glass in the TCA. Also discussion about need for some 3-5 volunteers to assist before, during and after event.

- **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. Some discussion of encouraging community media representatives to start dispersing information about this valuable Community Awards ceremony and the recognition of employers and other community partners.

- **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.

- **Registration and Printed Programs** – Tempe Community Council will provide the registration forms and programs as in years past.

- **Nominations** – Commission members will be notified during the January 15 and February 19, 2008 meetings to send nominations for all awards to the staff liaison by March 28, 2008 for consideration on April 3, 2008 by Awards Committee.

Next meeting scheduled for February 7, 2008, at 3:30 p.m., same location.

Meeting adjourned at 4:45 p.m.

Prepared by: Karl Stephens

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