

Minutes

50th Anniversary Planning Committee

Monday July 31, 2006 3:30pm-5:00pm

Governor's Commission on Disabilities

John O. Pastore Center, 41 Cherry Dale Court

Cranston, RI 02920

(e-mail) disabilities@gcd.ri.gov

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Attendees:

Paul Choquette (GCD), Robert McCutcheon (DOC), Deborah Garneau (DOH), Arthur Plitt (GCD), Vivian Balcom (RIEDC), Kate McCarthy Barnett, Pat Ryherd, Christine Botts (Staff)

Minutes

1 Call to Order and Introductions Paul Choquette, Chair

Discussion: Chair calls the meeting to order at 3:31 PM.

2 Essay Contest Chris Botts

Discussion: Chris Botts briefed the group on an essay contest that the GCD had held in the past; the committee felt this would be a good addition to the celebration activities.

Motion: Hold an essay contest for students in conjunction with the 50th Anniversary celebration, with winning essay getting similar prize as logo contest winner. Topic and schedule to be discussed a subsequent meeting. RMcM/AP Passed unanimously

3 Logo Contest Chris Botts

Discussion: Christine Botts stated that approximately 30 entries have been received to date with the deadline for submission being today (7-31-06). GCD staff will scan each entry as well as the accompanying inspiration statement and distribute via email to all committee members as well as a ballot. Ballots will be returned to the GCD prior to next scheduled meeting of the committee (9/07/06) where the top three vote getters will be discussed and a winner selected. All entries will receive a certificate of appreciation.

4 Grant Opportunities Chris Botts

- o Discussion: C. Botts stated that the RI Foundation had mini-grants available on a monthly basis and that she has also researched the Van Buren Charitable Foundation for potential funding for 50th Anniversary activities.
- o Motion: To request the Executive Committee to authorize staff to apply for grant funding from the RI Foundation and the Van Buren Charitable Foundation to conduct planned workshops and events. In the event the funders require a specific activity to

be funded, the chair is directed to attempt to fund the ADA workshop or Emergency Preparedness workshop. AP/RMcM passed unanimously

5 Update on planning (forums/events) Paul Choquette

P. Choquette briefed the committee on progress on planning the events and forums. The list of events and forums is basically set. Deb Garneau stated that the DOH could fund the Education/Disability Awareness event but that it must take place prior to March 2007. Ron McMinn informed the group of a program that the DOC runs that trains Service Dogs for people with disabilities. The committee felt it would be worthwhile to include this program in one of the existing events, possibly the Home Modification/Assistive Technology forum.

6. Event Planner Job description/responsibilities

Discussion: The committee discussed the hiring of a contract employee by the GCD to raise funds and plan events for the 50th Anniversary.

Motion: To request that the GCD Executive Committee authorize the posting of the following job advertisement for an Event Planner/Fundraiser and to authorize the chair to develop a job description, if required based on the duties outlined in the Advertisement below:

The RI Governor’s Commission on Disabilities presently has a yearlong part-time (17.5 hours/week) available for an experienced fundraising/events coordinator. Candidate will obtain corporate sponsorships and fundraising opportunities as well as plan, manage, and coordinate multiple educational and recreational events for the Governor’s Commission on Disabilities 50th Anniversary celebration including the culmination gala event to be held in October 2007. Candidates should have demonstrated success with staging events for several hundred guests and working with volunteer event committees. Outstanding organization, communication, and personal relationship skills are a must. Hours are flexible and may include some evenings. Send resume and cover letter to DataLogic by August 25, 2006.

PR/AP passed unanimously

Adjourn: Meeting adjourned at 4:55 PM