



**AD-HOC COMMITTEE 10-YEAR ANNIVERSARY PLANNING COMMITTEE MEETING**

Wednesday, March 6, 2019

2:00 p.m.

3839 N. 3rd Street, Suite 306, Phoenix, Arizona 85012

**DRAFT MINUTES**

A meeting of the Ad-Hoc 10-Year Anniversary Planning Committee at the Arizona Developmental Disabilities Planning Council (ADDPC) was held Wednesday, March 6, 2019 at the ADDPC Office, 3839 N. 3rd Street, Suite 306, Phoenix, Arizona 85012 with prior notice given to members of the public. The following members of the committee attended or were absent from the meeting:

**Members Present**

John Black, Chair  
Monica Cooper, Telephone

Tom Uno, Telephone

**Members Absent**

Janna Murrell

J.J. Rico

**Staff**

Erica McFadden, Executive Director  
Lani St. Cyr, Fiscal Manager  
Julie Whitaker, Program Project Specialist

Sarah Ruf, Community Relations Specialist  
Mike Leyva, Grants/Contracts Coordinator  
Marcy Crane, Grants/Contracts Manager

**A. Call to Order**

Council chair John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Ad-Hoc 10-Year Anniversary Planning Committee meeting and conducted a roll call. The meeting was called to order at 2:03 p.m. Arizona Time.

**B. Defining Goals/Purpose of Event**

John said the goal is to celebrate the ADDPC 10-year anniversary and to express why the Council exists and what the Council does in the community. He talked with someone from the Arizona Health Care Cost Containment System (AHCCCS) today who had never heard of ADDPC.

The official anniversary date is September 3, 2019. Executive Director Erica McFadden said ADDPC needs to host the event before December 31, 2019 since the Council's executive order from Governor Douglas Ducey runs out on that date. She would like to have the Governor present at the celebration to officially sign the renewal and reauthorization of the executive order declaring the Council's existence, hopefully for 10 years.

John said one task would be to ask Christina Corieri in the Governor's office to arrange the Governor's invitation. September 3 is near Labor Day so the celebration needs to take place afterward, John said. Erica said she is still waiting to confirm celebration dates for the Raising Special Kids anniversary so there is no conflict. Program Project Specialist Julie Whitaker suggested having the celebration before the holidays. John said sometime between 9/15/2019 and 11/15/2019 would be ideal.

Erica asked how staff could tie in other purposes into the celebration event. Tom Uno asked if there are any legislative priorities coming up. John said it could be too soon to know since the next legislative session doesn't begin until January 2020. Tom asked about the Arizona Center for Disability Law and their role in legislation promoting supported decision-making. Erica said yes. Tom suggested using the event as a kick-off for the initiative.

Council fiscal manager Lani St. Cyr mentioned the event could also be a good kickoff for the next 5-year state plan to identify where ADDPC is going in the future. John encouraged committee members to voice their ideas and share their ideas with Erica. Erica suggested hosting awards to draw people to attend the event since it's just a 10-year milestone. The awards could perhaps relate to the Council's three goals: employment, inclusion, and self-advocacy.

Community Relations Specialist Sarah Ruf suggested having Council members choosing the award winners. Grants/Contracts Coordinator Mike Leyva suggested using the term Disability Champions. Erica said we should have the community choose nominations on social media. Grants/Contracts Manager Marcella Crane worried about honoring grant projects no one has ever heard of. Erica suggested using a student intern to call people all over the state to help get award nominations.

Program Project Specialist Julie Whitaker suggested a maximum of three awards. Tom suggested having an agency champion, self-advocate and family member. Lani said the committee must remember to reach the underserved areas. Sarah said the nominations could potentially be weighted to reflect that.

### **Item C: Targeted Audience**

Tom suggested the event's target audience includes providers, individuals with disabilities, family members, Arizona's congressional delegation and agency staff. John said all former Council members who served in the past 10 years need to receive invitations, as well as service providers, agencies that serve our constituents and community partners. Lani suggested collecting feedback on the 5-Year State Plan at the event and using it as a launch to get the stakeholders excited.

Erica brought up inviting lawmakers who are influential when it comes to disability policy, as well as Sheryl Matney, who helped get the Council get re-established when it was sunset in 2009. She's a director with ITACC. Marcella mentioned staying flexible alongside the policymakers' schedules if staff includes them in the event program itself, especially the Governor.

Committee members discussed whether this celebration will be an invitation-only event. While Council staff and venue staff need to do some sort of RSVP system, John said to prepare for people who simply show up.

#### **Item D: Agenda Setting**

Committee members discussed the duration of the event. The consensus of the group was that the official program should take no longer than two hours with a reception to follow. Later, someone suggested hosting a full Council meeting during the morning to maximize the time of out-of-town Council members who traveled to Phoenix to attend the day's festivities.

Erica said a main goal of the day is to give people a background of where the Council came from and what's ahead and get people excited. Sarah suggested handing out some sort of bag or packet with next steps and an invite to the first community forum of the 5-year state plan as people leave the event.

#### **Item E: Venue**

Mike suggested hosting the event at the Desert Botanical Garden or the Heard Museum. The venue has to have accessible parking, he said. Tom mentioned The Phoenix Art Museum as an option. Erica mentioned the Old Arizona Capitol building, which has event spaces. Hosting an event there also shows legitimacy and could bring more lawmakers. However, some rooms and bathrooms there aren't very accessible; staff needs to visit any potential venue in-person for accessibility issues. Marcella suggested the Phoenix Carnegie Library.

Lani reminded committee members the venue needs to be approved by state procurement. The event also needs to be planned through a state vendor like Meetings and Concierge Event Services did for past Council events. Lani will check to see what is possible for venues and food and how that interplays with the event planner contract that ADDPC has used in the past and how that's written. Lani will also research rules around food. John suggested staff research possible event planners. Mike suggested perhaps asking for donations. The City of Phoenix Mayor's Commission on Disability Issues did this for their award ceremonies. Julie suggested bringing in food-related sponsors, like Fox Restaurants Concepts. Erica said there should be a cake at the event.

#### **Item F: Additional Resources Needed**

Possible options for music include The Hothouse Orchids, the Tempe band featuring young adults with disabilities, Arizona State University music students and the Glendale rapper and self-advocate Isaiah Acosta.

Printed materials could include a program, and maybe the annual report. This will already covered under On Advertising's contract. The Council will debut the video about the anniversary at the event. Committee members discussed themes and event names. John said we don't necessarily need a theme. Erica said it will be a Ten-Year Award Celebration theme. Possible names include: Honoring Our Past, Anticipating Our Future or Stepping into the Future, Leadership through Change, and Visualizing Our Future. The committee will return next time with more ideas on this.

#### **Item G. Other Ideas**

Erica suggested coming back for the committee's next meeting with guidelines for awards, ideas for themes or event names, target audience and accounting rules. Lani will work on clarifying what's possible with the state procurement officials.

Sarah talked about plans to film footage for the anniversary video with former and current Council members the afternoon of March 29 after the Council meeting.

John said the Committee's next meeting will be in mid-April after Easter.

#### **Item H. Adjourn**

John made a motion to adjourn. The committee unanimously voted to adjourn at 3:02 p.m.