



Events Committee Notes

MSCOD ADA 25th Anniversary Legacy Project

May 5, 2015

2:00 to 4:00 PM

Location: MCIL Board Room

530 Robert Street North, St. Paul, MN 55101

Present: Craig Dunn, Andrew Mosca, David Shaw, Hilary Hauser (Phone), Linda Lingen, Jo Erbes, Marie Koehler, Linda Gremillion, Karen Quammen (Phone), Helen Wagner (Phone), Carlos Vazquez (Phone), Margot Imdieke Cross (Phone)

Action Items:

- David S will send microsite to committee when published.
- It would be fine to have artists in July, Linda G will look into it further.
- Andy will work with Joan on "Get your Disability Question Answered" for July.
- Parking lots confirmed via Department of Transportation. We are working on shuttles.
- Andy will work on volunteer parking.
- Marie found resources for different age groups online. They are copyrighted, we will ask the History Center if we can use them. Marie will request permission from the original sources.
- Marie and Linda will get together to identify interpreters.
- CART contract is with Paradigm. Marie will talk to Lisa Richardson to clear up efficiency concerns.
- Wish list: Reel Abilities films (Craig will connect with Dan Reed), Curb Appeal (Marie will research), Lives Worth Living (Linda G will send the trailer to everyone, MSCOD will buy the full documentary), Always Better (Joan has a copy, should be good quality).

- Marie will look for a deaf video.
- Jo: Disability Viewpoints segments could be shown, but they need captioning. Linda G: videos need to be in a specific format. Jo and Linda G will connect. We need to ask tpt if we can use precaptioned videos.
- Karen is drafting a job description for volunteers with the History Center.
- Margot will give Andy a one page disability etiquette cheat sheet.
- Helen W will contact Andy.
- We need to know restrictions and permissions from performers if they were to be filmed. Andy will pursue.

Update on action items from last month's meeting

Updates were provided.

October Venue Update

- The conference will be held at the Minneapolis Convention Center.

Tpt Documentary & live telecast update

- Andy and Linda met with tpt to discuss the Gillette piece and timing of documentary. Everything is moving forward. Gillette piece is near completion.

Microsite Update

- In the final review stage and will go live soon. David S will send to committee when published.

Art Update

- Call for Art- we have 5 artists representing different styles.
- Art described as edgy, whimsical, and fine art.
- One artist will do a graffiti panel, and finish it at the family day. It will be the backdrop for the October conference stage.
- Linda G: artists want to see each other's work. Craig: that's fine.

History Center Planning

Assign person responsible for info tables/vendor assignments

- Who, what & where
 - Can Do Canines will be outside
 - Can Do Canines cannot be too close to the stage, and they want 12-2pm slot. We will look at options.
 - The Amazing Jeffo magic outside
 - Bulk of vendors will be at the October event.
 - Most of the committee thought we were not having vendors in July. This is correct.
 - It would be fine to have artists, Linda G will look into it further.

Performers and order

- Mark Gebhart is technical director
- Craig had one performer drop off
- Confirmed performers: Workin' Dogs, lead by Jimmy Hanson
- Treading North
- Bold Choice, from Duluth, 7-10 people doing music and dance.
- Bigger groups lead to longer setup times, so we may have less groups depending on their sizes.

Presenters/speakers – 2:00 to 2:30

- Who are they and who is the MC?
 - Mark Erickson will do a Native American drum song for the first five minutes.
 - Andy - many people invited, no confirmations yet. No help needed.
 - MC ideas: Nick Wilke, Kevin Kling (Andy will contact)

“Get your Disability Question Answered”

- Decide on if we are doing this, and if so, who will be involved
 - Andy will work with Joan.

Storytellers/Open Mic

- Where, how will it be facilitated, and who will be involved
 - We have both speaking and deaf speakers. We have a room on the third floor. Will identify a facilitator/timer.

Parking/Shuttles

- Volunteers needed, person responsible for details
 - Parking lots confirmed via Department of Transportation. We are working on shuttles.
 - Andy will work on volunteer parking.

Education area activities

- What are the activities, what do we need to make them happen?
 - Craig talked to Linda and Marie.
 - Activities include: Identify the colors, sign language riddles, decode Braille, making plates with Braille on them, and learning name signs.
 - Marie found resources for different age groups online.
 - They are copyrighted, we will ask the History Center if we can use them. Marie will request permission from the original sources.

Interpreters, captioners, describers

- Who, when and where?
 - Marie and Linda will get together to identify interpreters.
 - Linda G will approach Captionmax and other companies for describers when we know how many we need.
 - CART contract is with Paradigm. Marie will talk to Lisa Richardson to clear up efficiency concerns.

Auditorium

- What videos to present
 - We will show parts of documentary and the entire Gillette piece.
 - Wish list: Reel Abilities films (Craig will connect with Dan Reed), Curb Appeal (Marie will research), Lives Worth Living (Linda G will send the trailer to everyone, MSCOD will buy the full documentary), Always Better (Joan has a copy, should be good quality).
 - If the weather is bad, performances have to be in the auditorium.
 - No MC needed for the videos, we will have a poster schedule instead.
 - Marie will look for a deaf video. Craig has a Ken Burns video that we may want to consider.

- Jo: Disability Viewpoints segments could be shown, but they need captioning. Linda G: videos need to be in a specific format. Jo and Linda G will connect. We need to ask tpt if we can use precaptioned videos.

Volunteer training

- Karen is drafting a job description for volunteers with the History Center.
- 30 volunteers total are needed
- History Center wants to do training from 10-11:15am on the day of the event.
- Margot, Marie, and Linda L had volunteered to train. Marie and her coworker Mary will handle training for dealing with people who are deaf.
- Each of our volunteers will be matched up with a History Center volunteer for cross training.
- Staff had set aside time in late June to train, but info needs to be fresh in the minds of volunteers, so later is better.
- Margot doesn't need much time to train, info needs to be brief so volunteers aren't overloaded.
- Margot: "don't help someone without their permission" will be a key message for volunteers.
- Karen: disability etiquette is the focus of the training. We should send disability etiquette info to volunteers in advance.
- Margot will give Andy a one page disability etiquette cheat sheet.
- Linda G: we do training via conference call for the State Fair, can we do the same for this? She is concerned about doing training the day of the event. We decided that training needs to be on the day of the event.
- Craig: 15 minutes per training session would put the total time at about an hour.
- Andy has people to help set up chairs.
- Craig: we need to figure out how many volunteers are needed per location.
- Linda G: there will be unanticipated issues, so the earlier we can train the better. Might be difficult for volunteers to focus if we are giving them too much information at once.
- Linda L and Marie had set aside July 13-15 for training, but this is no longer the case.

- Andy: people may not show up for a training too far in advance.
- Craig: can training segments occur in 15 minutes?
- Andy: we will have t-shirts for volunteers and staff. History Center will split the cost, and they sent two suggestions.
- Jo: Do we want badges available for people with autism? Green-accessible, yellow-needs space, red-do not engage. Yes, and make them available at the info desk. Andy: there will be a quiet space for those who need it. This will be promoted together. Craig: there will be an accommodations table, in long hallway as they come in.
- Linda L: shirts need sufficient color contrast

Fundraising Update

- Lutheran Social Services: \$5000
- IBM: \$2000 is expected
- More people are interested.
- History Center will sell a BBQ lunch.

Greater MN Subcommittee Update

- Andy has a schedule for reaching out to CILs.
- Helen W: Andhe Disability Services are not near a CIL but wants to participate. Linda G: funds are for the Oct 28 event. Helen W will contact Andy. Does money need to be distributed by CIL? Andy will be in touch.

Other items

- Joan asked Jo if Disability Viewpoints can have a camera at the Family Day. Would be B Roll footage, not a full show. We need to know restrictions and permissions from performers if they were to be filmed. Andy will pursue.

Next Meeting

Meeting date to be determined.



The Minnesota Historical and Cultural Grants Program has been made possible by the Arts and Cultural Heritage Fund through the vote of Minnesotans on November 4, 2008. Administered by the Minnesota Historical Society.

For a list of our partners in planning all 25th ADA events and activities, please visit <http://www.disability.state.mn.us/ada/our-partners/>.