



MSCOD ADA 25th Anniversary Legacy Project

Celebration Committee Minutes

3-4-14

1:00-2:30 pm

Submitted by Mai Thor 3-11-14

Attendance: Cindy Tarshish, Margot Cross, Mai Thor, Linda Lingen, Linda Gremillion, Joan Willshire

Via phone: Marie Koehler, Craig Dunn

1. Update on Mpls. Convention Center

- a. We have a ballroom and a set of breakout rooms reserved for July 7, 8, and 9, 2015. MSCOD staff toured the facilities and found them to be a good fit with only a few minor adjustments to the bathrooms and the dressing room behind the stage, which the venue will be making.
- b. Concerns about costs associated with the Conv. Center was brought up. There are a lot of costs involved with having an event there (i.e., tables, linens, etc.) and their staff are union. The RFP process will help address these costs so that everything can be accounted for.
- c. It will also be hard to know what the production will need as far as equipment, which could incur additional costs.

2. Day of Logistics

- a. Calendar: the committee came to agreement about moving the big event to the beginning of July – this would increase our chances of getting speakers and it is when the ballroom and breakout rooms are available at Conv. Center – and it could serve as a kick-off for the rest of the month.
- b. We should keep in mind that some people may still be out of town for the holiday from the previous week.

- c. Finding a venue will still need to go to RFP in order to remain a competitive and fair process.
- d. Other venue options are: the Hilton, RiverCentre (we would have to bring out own stage), U of MN-Northrup (has a stage but no breakouts, fixed seating); for greater MN – Margot is against using the Duluth Entertainment Center due to lack of accessibility, Mayo Civic Center is good and has a theatre.
- e. What will the outstate events look like?
 - Show theatre production
 - Have a keynote
 - Possible workshop or two
 - We could outsource this to the CILs (they would know their own community better)
- f. Moorehead – could do the University or Concordia, we would be very limited for venues; Marshall is another option but it would be the same limitations for venues.
- g. Speakers:
 - Policy speaker: Tammy Duckworth
 - For breakouts – Bobby Silverstein, Sue Swenson, someone from DOJ, Peter Berg, Marie will forward name of person who is Deaf
 - For emcee – Kevin Kling
- h. What the day will look like:
 - 9:00 - 10:00 am - **Registration/Vendor tables**
 - 10:00 - 10:15 am - **Intro/Emcee**
 - 10:15 - 10:20 am - **Proclamation**
 - 10:20 - 10:45 am - **Governor/other MN officials**
 - 10:45 - 11:45 am - **Policy Speaker**
 - 11:45 am - 12:30 pm - **Lunch**
 - 12:30 - 1:15 pm - **Theatre production**
 - 1:15 - 1:30 pm - **Discussion**
 - 1:30 - 2:30 pm - **Breakout sessions**
 - 2:30 - 3:00 pm - **Break/vendor tables**
 - 3:00 - 3:30 pm - **Closing speaker**
- i. We should go BIG...this is the 25th Anniversary, maybe we could look at big names like Marlee Matlin, Stephen Hawking, etc.
- j. Mai will follow up with finding out more info on speakers.

k. We will try to keep the first Tuesday of the month as our meeting time; NEXT MEETING IS APRIL 1ST AT 1:00 PM.

This work is funded in part with money from the Arts and Cultural Heritage Fund that was created with the vote of the people of Minnesota on November 4, 2008.