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March 27, 2023 Awards Committee Meeting Minutes
Emergency Virtual Meeting

I. Call to order

- a. Ms. Duchesne calls the meeting to order at 9:07 AM finding a quorum fit to conduct business.
- b. Ms. Duchesne calls the roll: Administrator Ray Bower, Superintendent Ben Champagne, Commissioner Bob Englund, Director Alison Kivikoski, Director Sara Lewko, Administrator Julie Libby, Director Hillary Snide of the Awards Committee. Danielle Duchesne of the Dupont Group. Director Mike MacFadzen of the public.

II. Approval of Chair

- a. Director Kivikoski makes a **MOTION** to approve Commissioner Pappas as Chair of the Committee. Director Lewko **SECONDS** the **MOTION**. Unanimous consent is invoked, and hearing no objection, the **MOTION PASSES**.
- b. Director Lewko makes a **MOTION** to approve Director Kivikoski as Vice-chair of the Committee. Administrator Libby **SECONDS** the **MOTION**. Unanimous consent is invoked, and hearing no objection, the **MOTION PASSES**.

III. Approval of past meeting minutes (August 29, 2022)

- a. Director Kivikoski presents the minutes from the August 29, 2022, meeting of the Committee. Commissioner Englund makes a **MOTION** to approve the minutes. Superintendent Champagne **SECONDS** the **MOTION**. Director Kivikoski invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

IV. 2023 awards program

- a. Ms. Duchesne presents the 2022 awards program as a reference for the 2023 program. Ms. Duchesne explains that the 2022 program featured 33 recipients and that the awards presentations took place during the 2022 Conference lunches, awards dinner, and some counties elected to hold awards presentations. The 2022 awards program launched on June 9, 2022 and closed on July 18, 2022.
- b. Ms. Duchesne reviews the proposed timeline for the Committee:
 - i. 4/14/2023 - Awards nominations open
 - ii. 6/16/2023 - Award nominations closed
 - iii. 6/19/2023 - Awards Committee receives all nominee packets

- iv. 6/27/2023 - Awards Committee meets to determine winners
- v. 7/14/2022 - Winners notified by Awards Committee by this date
- vi. 7/16/2022 - Awards are ordered and confirmed by winners/ Awards Committee
- vii. 8/16/2023 - Awards are picked up from trophy maker
- viii. 8/25/2023 - Any recipients of awards to be given at Conference are registered
- ix. 10/24/2022 - Awards Banquet Dinner
- c. Director Lewko makes a **MOTION** to replicate the rules and process for the 2022 awards program for 2023. the minutes. Director Kivikoski **SECONDS** the **MOTION**. Director Kivikoski invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

V. Other business

- a. No other business.

VI. Next meeting

- a. The next meeting will be at the call of the Chair.

VII. Adjournment

- a. Director Lewko makes a **MOTION** to adjourn the meeting. Superintendent Champagne **SECONDS** the **MOTION**. Director Kivikoski invokes unanimous consent and hearing no objection, the **MOTION PASSES**.

Minutes prepared by Danielle Duchesne on March 27, 2023.

Minutes approved on June 27, 2023.