

**Athens City Commission on Disabilities
Outreach and Communication Committee
Minutes**

September 12, 2023

**Berry Conference Room, City Building, Athens, Ohio
(and via Zoom)**

5:30 p.m. – 6:30 p.m.

Committee Members Present: Carolyn Lewis, Debbie White Burleigh (co-chair), Michelle Hahn (co-chair, note-taker)

Guests: Suzanne Knauerhause, Ethan Davis, Trey Barrett

Co-Chair, Michelle Hahn, called the meeting to order at 5:34 p.m.

A quorum was met.

The August 8, 2023 minutes were brought for approval. There being no corrections, Carolyn Lewis moved that the August 8, 2023 minutes be approved as read. Debbie White Burleigh seconded the motion. The motion to approve the August 8, 2023 minutes passed unanimously.

Old business

Communication Efforts

- Social Media
 - o Michelle Hahn has been added to the Commission's Facebook page as an administrator, and hopes to make the page more active in sharing relevant content and posting information about our activities.

Committee Membership

- Potential members:
 - o Carolyn Lewis invited Silver Barker and Trey Barrett. Debbie White Burleigh invited Suzanne Knauerhause. Commission member Ally Hughes

invited Ethan Davis. Barrett, Davis, and Knauerhause were in attendance at the meeting. Barker will be providing videography for the Athena Award. We hope all will stick with the committee!

Athena Award planning

- Event planning
 - A reminder that the ceremony will take place on Wednesday, November 1, 2023 at the Athens County Community Center.
 - Michelle Hahn will notify the nominees of their nomination, invite them to the ceremony, and provide some necessary details.
 - A photographer is needed for the Athena Award. Trey Barrett will get in touch with photographer colleagues at the Athens Messenger. This is a volunteer position.
 - Silver Barker will get in touch with the Athena Award Nominees to set up time to record video content for the nominee introductions during the ceremony. This is a volunteer position.
 - The Athena Award trophies are at the Mayor's office. After the recommended recipient is approved by the Commission and by the Mayor, the Mayor will have a trophy engraved by Zonez at the Market. We will confirm with the Mayor whether he will bring the trophy to the event or he would prefer that we pick it up ahead of time from Zonez.
 - Michelle Hahn will invite Micah McCarey to speak on behalf of the Athens City Council as part of the event.
 - Debbie White Burleigh will contact Havar to invite folks to serve as greeters during the event.
 - There will be a short rehearsal on a day before the event.

- Marketing activities
 - o Michelle Hahn will send a press release to the contact list advertising the event date, time, and location. After the event, the same list will receive a press release announcing the recipient.

New business

Athena Award selection

- Review of nominations
 - o Prior to the meeting, Committee members received six nominations for the Athena Award for review. During the meeting, each nominee was discussed, then ranked with a numbering system and tallied. The nominee with the highest score will be presented to the Commission for approval then passed to the Mayor for the final decision.

Announcements

- Everyone was reminded of the Blind Boys of Alabama concert later in the week.

Debbie White Burleigh moved to adjourn the meeting, and Carolyn Lewis seconded the motion, and the motion passed unanimously. The meeting was adjourned at 6:27 p.m.

The next meeting is Tuesday, October 10, 2023, at 5:30 p.m. in the Berry Conference Room of the Athens City Building.