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***Annual Report***

**AWARDS COMMITTEE – Sep 2020**

**Board Liaison**

**Charles Lehman, charlesj.lehman@gmail.com**

**Continuing Co-Chair** **New Co-Chair** (*as of October 2020)*

**Jody Patterson**  **Amanda Cox**

Associate Director, Career Exploration Associate Director, Career Education

& Development and Professional Connections

Kent State University University of Illinois at Urbana-Champaign

330-672-8320 217-333-0820

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**Exiting Co-Chair** *(as of October 2020)*

**Sandra Sylvestre**

Assistant Director of Career Development

Hiatt Career Center, Brandeis University

781-736-3618

[ssylvest@brandeis.edu](mailto:ssylvest@brandeis.edu)

List Committee Members (no contact information required):

1. Carmen Croonquist
2. Andra D’Amico
3. Darren Gregory
4. Michael Stebleton
5. Erica Stallings
6. Karol Taylor
7. Kristina Wright
8. Sheri Young
9. Marie Smith
10. Jeremiah Wong

**Activities Since Mid-Year Report (March 2020)**

* Collaborated with web editor to provide compiled information from award packets to support her article to celebrate 2020 winners
* Proposal subcommittee accepted invitation to submit conference session as a prerecorded conversation; updated plan to accommodate new situation without audience participation. Recorded and submitted session for virtual July conference
* Provided suggestions to NCDA on ways to celebrate 2020 winners considering change from in person to virtual conference
* Extended timeline for subcommittee working on enhancing the winner experience due to Covid 19 circumstances and time constraints
* Continued process improvement by review and update of *Award Category Co-Lead* and *State Lead* responsibilities paying special attention to improvements in the winner notification process
* Created new guide for co-chairs with responsibilities and timelines
* Held first virtual committee meeting for 2021 Awards, shared minutes and created plan for Oct call
* Selected Award Categories and State leads; established timeline for outreach efforts
* Established small working group to brainstorm, develop and submit a presentation for 2021 Conference
* Government Relations Committee will submit article for fall *Career Convergence* – due to election year
* Outgoing-chair – Sandra – created onboarding document to share with new co-chair – provides time commitment information and co-chair calendar
* Secured new co-chair – Amanda Cox (information at top)

**Projected Plan through fiscal year end (September 30th)**

* Newly-formed Award Category Co-Lead groups will connect before October meeting to review respective award descriptions and create plan for marketing and outreach
* Begin tailored marketing plan with State CDA Leaders, members within non-chartered states and International members
* Continue work on enhancing winner experience: research peer practices for award submissions to help evaluate our process; gather ideas to enhance notification and celebration
* Evaluate last year’s pilot attempt at using personalized form letters for winner notification and determine takeaways for 2021 award cycle
* Connect with HQ on updating winner seals for 2021
* Create tailored marketing plan in collaboration with HQ including member updates and email to all members
* LinkedIn marketing video created by Awards Committee Member, Marie Smith – committee members will use to market value of nominations and Awards Committee involvement
* Work with new co-chair to adapt on-boarding sheet for all committee members – can be shared when questions arise in recruiting process for new members