

**REV. DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION MEETING
MINUTES
December 4th, 2019**

Tracey L. Williams	Helaine M. Jeffers	Namrata Nagarajan	Yetta Roggerson
Evelyn Boulware	Hunter Craig	Caroline Harper	Kurt W. Wall
Pam Simonson	Renee Kalu	Marla Moore	Yolanda Sonnier
Tina Horn			

Topic	Discussion	Action Items
State of the Commission	<ul style="list-style-type: none"> • Meeting started at 6:43PM • Agenda approved at 6:45PM with the following changes: <ul style="list-style-type: none"> • 1) Program report moved to the top 2) Modify the date (in two places) • Meeting minutes approved at 6:52PM with the following changes: <ul style="list-style-type: none"> • 1) Kurt W. Wall (not the Logistics committee) met with Howard Community College 2) The Garcias should be changed to Vikki Garcias 3) Under Program, modify Hammond's name 4) Under Program, change line to "Hammond high school historic dance troupe shall perform" 	
Program	<ul style="list-style-type: none"> • The Program report has been compiled by Helaine and was distributed out to the Commissioners • Helaine shall update the Program report with the changes discussed during the meeting and agreed upon by the Commissioners. Notably, Helaine shall remove the grade level of the students, and shall designate the number of minutes for each item • A professional graphic designer will most likely need to work on materials due to strict regulations • The position for a National Anthem singer is still currently open • The JROTC is outstanding 	
Essay	<ul style="list-style-type: none"> • Essay materials including the poster are prepared, though approval is still pending • Minor grammar and structural changes were discussed and approved by the Commission to the essay flier. Furthermore and notably, 	

	<p>the year shall be removed from the title and the deadline shall be moved up</p> <ul style="list-style-type: none"> • Minor grammar and structural changes were discussed and approved by the Commission to the poster contest flier • The deadline (for both the poster contest flier and essay flier) has been changed from December 31st at 5PM to December 30th at 5PM • Consistency has been noted as an important aspect to both the essay flier and poster contest flier • Three Commissioners shall help out with Essay evaluations • Three Commissioners shall help out with Poster evaluations • All evaluations shall be based on votes, mainly electronic exchanges, and one final conference to determine winners 	
<p>Living The Dream</p>	<ul style="list-style-type: none"> • Minor grammar and structural changes were discussed and approved by the Commission to the LTD award flier. Furthermore and notably, a sentence shall be cut out and the prize amount shall be added • The deadline (for the LTD award flier) has been changed from December 31st at 5PM to December 30th at 5PM • Three Commissioners shall help out with LTD award evaluations • All evaluations shall be based on votes, mainly electronic exchanges, and one final conference to determine winners 	
<p>Day of Service</p>	<ul style="list-style-type: none"> • Regarding the High Schools food drive, it seems that many high schools are already holding several drives in the month of December. Thus, the dates have been agreed upon to rather be from January 2nd to January 17th • The “Battle” part of the food drive shall be removed as it does not portray Dr. MLK Jr’s message • Minor grammar and structural changes were discussed and approved by the Commission to the food drive flier 	

	<ul style="list-style-type: none"> • The trophy shall have a blank space for the high school name, and shall be filled out after the celebration with the high school winner • December 30th – 1PM Walkthrough • Pam handed out celebration and service opportunities handouts listed on the Volunteer Howard site • Signs (opportunity and directional) for the DOS have been created and are set to go. Renee shall email them to Evelyn and Tracey • Other important VIP members of the county shall also be invited for the Day of Service, with recognition by Dr. Ball • Minor grammar and structural changes were discussed and approved by the Commission to the DOS award flier. Furthermore and notably, Dr. should be added to Calvin Ball's name 	
Publicity	<ul style="list-style-type: none"> • Marla and Tina shall collaborate together regarding Publicity items • Press releases should occur as soon as possible, preferably by the 10th of December 	
Reception	<ul style="list-style-type: none"> • Caroline has reached out to the caterer from last year. Bust boy and poets is a possible caterer option as well • Jason's Deli shall be the caterer for the Day of Service 	
Logistics	<ul style="list-style-type: none"> • December 30th: Walkthrough of the Ascend building 	
Adjournment	<ul style="list-style-type: none"> • Meeting adjourned for December 4th meeting 	<p>Next meeting: January 8th</p> <p>January 19th: Celebration. Reception 2-3PM, Program 3-5:30PM.</p> <p>January 20th: Day of Service 9AM-12PM, depending on service</p>