

**REV. DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION MEETING  
MINUTES  
November 6th, 2019**

Tracet L. Williams	Bert J. Hash, Jr.	Helaine M. Jeffers	Sonja Hamada
Evelyn Boulware	Maryam Elhabashy	Abbie Martin	Yetta Roggerson
Namrata Nagarajan	Todd Givens	Hunter Craig	Renee Kalu
Pam Simonson	Caroline Harper	Kurt W. Wall	

<b>Topic</b>	<b>Discussion</b>	<b>Action Items</b>
State of the Commission	<ul style="list-style-type: none"> <li>• Meeting started at 6:34PM</li> <li>• Introductions were made around the room</li> <li>• Agenda approved at 6:38PM</li> <li>• September and October meeting minutes approved (under a quorum) with the following changes at 6:44PM:</li> <li>• October meeting minutes: 1) under Essay, it should be publicity, not reception 2) Helaine and Kurt attended this meeting 3) Helaine made significant contributions to the meeting, especially with her notes 4) under Day of Service, Tracey's name should include an E, and Greek societies should be changed to organizations</li> <li>• September meeting minutes: 1) under Reception, it should be credit card, not credit cards 2) Both Renee and Pam attended this meeting</li> </ul>	
Day of Service	<ul style="list-style-type: none"> <li>• Day of Service location: Ascend Building One. Event from 9AM-12PM, Kickoff at 9AM</li> <li>• Grocery store service event shall occur form 8AM-11AM, with food delivery from 11AM-12PM</li> <li>• In progress: establish site for food and diaper pick up</li> <li>• Grassroots activity from 2-4PM shall be headed by Maryland Live (15-20 volunteers)</li> <li>• In progress: establishing Habitat for Humanity volunteer spots (10-12 volunteers)</li> <li>• Suggested Living the Dream nomination: Glen Mar church. It was also suggested that they should be recognized for their work</li> </ul>	Rooms for the Day of Service shall be confirmed in a meeting next Tuesday (Nov. 12th at 11AM)

	<p>and contributions, possibly through our social media outlets</p> <ul style="list-style-type: none"> <li>• Involvement of the school system &amp; students with the Day of Service was closely discussed. It was noted that one of our main outlets of collaboration is the Winter/January food drive with the Howard County high schools</li> <li>• Renee and Pam discussed Day of Service activities. They mentioned that all space/rooms for the Day of Service will be filled up, they just need to know which spaces/rooms will be available (to be confirmed in next week's meeting (Nov. 12<sup>th</sup> at 11AM)</li> </ul>	
Essay	<ul style="list-style-type: none"> <li>• Essay contest information: for middle and high school students, three prizes for both level (six prizes in total). Essay submissions should be sent to the committee email (electronic submission). Word Limits - Middle school essay: 500-750 words. High school essay: 750-1000 words. No penalization for going over word limit</li> <li>• The quote this year has been broken down into the following question: Describe what you think can be done to solve these three great problems: racial injustice, poverty, and war? How does your vision relate to Dr. MLK Jr.?</li> <li>• Poster contest information: poster on an 8inchx11inch sheet, can be any medium, should be sent to the committee email (electronic submission). This is an optional contest with a small monetary prize included</li> </ul>	Important Note: December 20 <sup>th</sup> is the updated deadline for the Essay contest and Poster contest
Reception	<ul style="list-style-type: none"> <li>• Jason's Deli can do Day of Service catering. Food is allowed at the Day of Service location</li> <li>• Caroline is in contact with two caterers, she is currently waiting on proposals from the caterers regarding what can be done with our budget</li> <li>• Note: Only volunteers can be properly fed during the Day of Service</li> </ul>	
Publicity	<ul style="list-style-type: none"> <li>• Materials from all contests (Living the Dream, Essay, and Poster) should be sent to</li> </ul>	

	Pam so the Volunteer Howard site can advertise and spread awareness of the contests	
Living The Dream	<ul style="list-style-type: none"> <li>• Living the Dream information: given to an organization and individual who are recognized for their contributions to the community</li> <li>• The picture for the nomination form will need to be confirmed. The graphic web designer shall work on this and other projects</li> </ul>	Important Note: December 20 <sup>th</sup> is the updated deadline for the Living The Dream Award nominations
Logistics	<ul style="list-style-type: none"> <li>• The Logistics committee met with people from the Smith theater venue recently</li> <li>• It was stated that at least 10 volunteers are needed (4 for back stage, 6 out front for greetings). 1-2 folks shall be provided by the Smith theater to do lights</li> <li>• The total cost for the venue/job is \$300. Capacity for the venue is ~334 guests. Venue booked from 11AM to 6PM. An invoice shall be processed after the event.</li> <li>• Rehearsal date decided as Monday, January 13th at 6PM. Note: January 18th (Saturday) shall be requested if it is available</li> </ul>	
Program	<ul style="list-style-type: none"> <li>• The following items (and more) are a sample of the established schedule for the Program:</li> <li>• Wilde Lake Choir shall perform</li> <li>• Howard High School shall provide the Presentation of Colors</li> <li>• The National Anthem singing position for the program is still open. Yetta has suggested someone from Oakland Mills and Abbie has suggested someone from Long Reach</li> <li>• Hammand High School shall perform a Hispanic heritage dance group</li> <li>• The program shall include presentation of Living The Dream and Essay awards</li> <li>• The student representative from the Board of Education shall perform the spoken word</li> <li>• A Mt. Hebron student shall introduce Dr. Ball</li> <li>• A Centennial student shall introduce the County Council Chair</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Garcias shall be added to the program, as they generally present awards during the Celebration</li> <li>• It has been decided that Commissioner Hunter Craig shall announce the Day of Service program</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• December meeting: December 4<sup>th</sup> (Wednesday)</li> <li>• January meeting: January 8<sup>th</sup> (Wednesday)</li> <li>• January shall have an additional meeting to fine-tune things</li> </ul>	Commissioners are asked to provide a checklist for suggestions for both the Program and the Day of Service
Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned for November 6<sup>th</sup> meeting</li> <li>• Note the following information for the events: <ul style="list-style-type: none"> <li>• January 19<sup>th</sup>: Celebration. Reception 2-3PM, Program 3-5:30PM.</li> <li>• January 20<sup>th</sup>: Day of Service 9AM-12PM, depending on service</li> </ul> </li> </ul>	<p>(optional) Meeting on Nov. 12<sup>th</sup> at 11AM to confirm location, rooms, catering, etc.</p> <p>(optional) Meeting on Nov. 19<sup>th</sup> at 6:30PM to confirm food drive details and other logistical details</p>