

**REV. DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION MEETING  
MINUTES  
January 8, 2020**

Tracey L. Williams	Bert Hash	Namrata Nagarajan	Helaine M. Jeffers
Evelyn Boulware	Yolanda Sonnier	Marla Moore	Grace Park
Young Smith	Hunter Craig	Maryam ElHabashy	Tina Horn
Caroline Harper	Rachel Sanborn	Renee Kalu	Pam Simonson
Kurt 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 6:36PM</li> <li>• Introductions were made around the room</li> <li>• Agenda approved at 6:42PM with the following changes</li> <li>• Meeting minutes approved at 6:44PM with the following changes:</li> <li>• 1) JROTC is not outstanding, it has been confirmed 2) Under Reception, change name to Busboys and Poets</li> </ul>	
Essay	<ul style="list-style-type: none"> <li>• Essay deadline extended to Monday, December 13<sup>th</sup>. Essay readings shall be held on Tuesday. If necessary (depending on deadlines), the winners could or could not be included in the Program</li> <li>• Volunteers for essay contest: Yolanda, Yetta, Tracey</li> <li>• Similarly, the Poster contest deadline extended to Monday, December 13<sup>th</sup></li> <li>• Volunteers for poster contest: Yolanda, Tracey</li> <li>• Poster and Essay contest winners shall be notified the evening of or the next day after essay reading</li> </ul>	
Living The Dream	<ul style="list-style-type: none"> <li>• Living the Dream deadline extended to Monday, December 13<sup>th</sup></li> <li>• One individual submission to be submitted soon and one group submission has been received</li> </ul>	
Day of Service	<ul style="list-style-type: none"> <li>• Walkthrough was held on December 20<sup>th</sup>, 2019. Changes have been made, and Renee has provided us with activities and room assignments</li> <li>• Bert provided details and handouts regarding updates and progress pertinent to</li> </ul>	Additional walkthrough scheduled either on Wednesday, January 15 <sup>th</sup> , Wednesday at 9:00AM or Tuesday, January 14 <sup>th</sup> , at 12:00PM.

	<p>the Day of Service</p> <ul style="list-style-type: none"> <li>• Since David John is not in town, another walkthrough shall be held either on Wednesday, January 15<sup>th</sup>, Wednesday at 9:00AM or Tuesday, January 14<sup>th</sup>, at 12:00PM</li> <li>• High school canned food drive deadline: January 16<sup>th</sup></li> <li>• Currently, eight (8) high schools are on board for the canned food drive, and progress on food collection has been positive</li> <li>• The prize shall be a banner, considering that it can be printed fairly quickly</li> <li>• It has been suggested that the banner should derive designs from this year's materials. Hunter shall take pictures of banners at his high school, and proceed from this information</li> <li>• Document showcasing the Day of Service activities was distributed around</li> <li>• Commissioners are encouraged to actively participate in the Day of Service activities</li> <li>• Photography time as well as photographers are already recruited accordingly for the MLK events</li> <li>• The podium shall be provided as requested</li> <li>• All commissioners should be at the venue for the Day of Service from 7:30AM-8:00AM</li> </ul>	<p>Evelyn shall confirm the exact date of the Walkthrough</p> <p>Bert shall send the list of schools to Rachel in order to create a report</p> <p>Hunter shall take pictures of the banners at his high school</p> <p>Tracey shall be in charge of ordering and picking up the high school food drive contest winner</p> <p>Commissioners are encouraged to actively participate in the Day of Service activities</p> <p>For the Day of Service, all commissioners should be at the venue from 7:30AM-8:00AM</p>
<p>Publicity</p>	<ul style="list-style-type: none"> <li>• Marla has been active in the design and posting schedule of social media content, and there has been a fairly positive response to the content already published</li> </ul>	<p>Tina shall submit the Press releases</p>
<p>Program</p>	<ul style="list-style-type: none"> <li>• Copy of the Program and related handouts were distributed around</li> <li>• Helaine has confirmed that there shall be a rehearsal on Monday, January 13<sup>th</sup> at 6PM</li> <li>• The Office of Human Right shall provide design materials for the actual stage</li> <li>• Presenters are encouraged to present within their time frame, as the Program is allocated a total of only 90 minutes</li> <li>• Dr. Ball shall be present for the Program, and shall be present for pictures, even for</li> </ul>	<p>January 13<sup>th</sup>: Rehearsal at 6PM. All commissioners are encouraged to attend</p> <p>For the Celebration, Commissioners and participants should be at the venue at 1PM</p>

	<p>ones with the winners</p> <ul style="list-style-type: none"> <li>• The song “We Shall Overcome” shall replace “Life Every Voice and Sing” in the Program booklet</li> <li>• In the Celebration, “Life Every Voice and Sing” shall be sung by Wilde Lake</li> <li>• Reserved signs shall be put up for selected audience members, with around 4 rows for dignitaries and 2 rows for commissioners. The overall seat layout shall be determined during the rehearsal</li> <li>• Essay contest and Poster contest winners shall have designed seats, and their essays/posters shall be displayed on easels during the Reception</li> </ul>	<p>Helaine shall provide the script to the Commissioners, remove middle names from the Program, add acknowledgements page to Program, and send relevant song lyrics to Marla Tina will identify elected officials, and shall provide the sign-in/check-in sheets</p> <p>Evelyn will order the bell, which will signify the kickoff for the DOS</p> <p>Janelle shall provide signs for the reserved seats</p>
Reception	<ul style="list-style-type: none"> <li>• On January 2<sup>nd</sup>, the previous caterer backed out. Fortunately, Caroline reached out to two additional caterers: 1) Esquire meals 2) Steez’s catering. Note: napkins, plates, and utensils included in price for both caterers.</li> <li>• Aunt Debbi’s has been recommended by Commissioners during the meeting as an excellent caterer</li> </ul>	<p>Caroline shall follow-up with all caterers, and shall help determine the best choices for both the Celebration and the Day of Service</p> <p>Young and Grace shall reach out to their network for music performances during the Reception</p>
Logistics	<ul style="list-style-type: none"> <li>• The following tables are needed for the Celebration: 1) one table for printouts 2) one table for signing in 3) three tables for food 4) one table for backstage</li> <li>• A sign-in/check-in table shall be set up front in the Reception. This year, it has been agreed upon that all attendees should sign in and provide their contact information, to ensure future event information is properly relayed to the guests. Evelyn and Yolanda shall focus on the sign-ups for this</li> <li>• Signs for the Reception and Celebration shall be put on easels</li> <li>• Good news: Opportunities on Volunteer Howard are almost 2/3 full</li> <li>• Pam has been in touch with Debbie, and she is all on board regarding the diaper collection</li> <li>• Food drop off will be from 8AM-11PM</li> </ul>	<p>Kurt shall follow up with Janalle regarding obtaining and setting up tables, preferably the Wednesday before the event</p> <p>Commissioners should let Kurt know of any additional logistical materials that need be grabbed/prepared</p> <p>Tracey shall provide list of places for photographers to take photos at</p> <p>Renee and pam shall provide blurb about Volunteer Howard to be added to the Program</p>

		<p>After the Celebration and Day of Service, Rachael will need logistical details about total food donations and total volunteers hours</p> <p>Follow-up with Dr. Ball to check on whether he shall present at the Food Bank</p> <p>Marla and Tina shall determine hash tags and other interactive details for the social media content for the Commission. Such information shall be announced by the MC during the Celebration, and shall be available at the sign-in/check-in tables</p>
Adjournment	<ul style="list-style-type: none"> <li>Meeting adjourned for January 8<sup>th</sup> 2020 meeting</li> </ul>	<p>January 13<sup>th</sup>: Rehearsal at 6PM. All commissioners are encouraged to attend</p> <p>January 19<sup>th</sup>: Celebration. Reception 2-3PM, Program 3-5:30PM. Commissioners and participants should be at the venue at 1PM</p> <p>January 20<sup>th</sup>: Day of Service 9AM-12PM, depending on service. All commissioners are encouraged to come in at an earlier time</p> <p>February 5<sup>th</sup>: Next Commission meeting</p>