**REV. DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION**

**MEETING MINUTES**

**Dec 6, 2017**

**Members Present:**

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| Roberta Kelly | Caroline Harper | Tracey Williams | Pamela Simonson |
| Maryam Elhabashy | Jonah Hornum | Helaine Jeffers | Yetta Roggerson |
| Kurt W. Wall | Sonja Hamada | Farheen Sheik |  |
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| **Topic** | **Discussion** | **Action Items** |
| The State of the Commission | * Meeting called to order at 6:36 PM
* Meeting agenda and meeting minutes approved and accepted with changes at 6:37 PM
* Corrections:

 Agenda: update of website under no. 5, New Business.  Minutes: Page 2: Bain center instead of Baines. Under 4th bullet: Kahler Hall.  |  |
| Old Business  | * Rehearsal date will be decided between Jan 3rd or Jan 4th depending on the availability of Tracey and the school at 6:30PM
* Rehearsal on one of the two days and the other for the meeting.
* Commissioners suggested we have the rehearsals at the event location.
* School will be closed for the holiday, from Dec 22, 2017 – Jan 2, 2018.
* Anybody who has a part in the program has to be present at the rehearsal especially Program, Reception and Logistics committees.
* Decide to have January meeting on Jan 3rd and rehearsal on Jan 4th.
* There will be CPR, stop the bleeding program.
* Tracey handed a rough draft of the program and discussed it with the commission.
* The front page has to be formatted so it looks better.
* The lady from the Governor’s office of Disability was interested in presenting an award this year.
* Color Guard – Howard High
* Reservoir doesn’t have a JROTC
* National Anthem performed by- Celebration church.
* Master of Ceremony will be the same as last year.
* Jonah- introduces County Executive
* Maryam- introduces County Council Chair
* Dance performance by two girls (3rd grade and 1st grade) from Celebration church.
* HeadStart children and children from celebration church will sing the “rise up!” song.
* Namrata is getting honor society from the Centennial High School and there will be some students from Reservoir High school who will be hosting.
* NAACP can be taken off the program as they are unavailable.
 | Roberta will check with the activity coordinator she’s working with at the school.Tracey will send the final list of volunteers and activities to Pam, once it’s confirmed. |
| New Business | * Venue Visit did not go as planned but will plan to visit again soon.
* Farheen is going to update the information on the website.
* Roberta suggested, to revamp the MLK program as there are many organizations asking for essay on MLK at the same as time as we are asking. She suggested we think about some new ways or ideas to celebrate the Martin Luther King Holiday and some other activity to involve the youth in place of the essay contest. Leave it for the meeting in Feb.
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| Program | * Roberta has been in touch with the head start director.
* Head start program is going to send about 60 4yr old’s.
* Burnt the CD for them so they can practice.
* They are going to be rehearsing and practicing the Rise Up song.
* Head start doesn’t get paid for overtime as the event is on Sunday. They are going to provide and bring them over to the Reservoir. So, we are going to give them three stiffens, for drivers and teacher.
* The Headstart wants to bring the kids to the event at 2:00 PM but commissioners were concerned if the kids can stay still or quiet for that long.
* It’d be better if we get an extra room for them to take a nap and play.
 | Roberta will talk to the director and inform if they need an extra room for the kids. |
| Logistics | * Roberta is put in charge of the logistics part of the Auditorium.
* Logistics is right on point
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| Reception | * It’s more this year as we have more food this time4.
* This year it’s $394.98 for the day of service and $643.92 for Sunday.
* Farheen will get water and lemonade from BJ’s for Sunday and Monday.
* Bessie provided the table cloth last year.
* Bakery boxes and Coffee for Monday to feed 150 people.
* Food for 250 people for Sunday and 150 for Monday.
* Two performers for the reception on Monday and might have more performers.
* Cheer leaders at the Reservoir High at the event in the hallway.
 | Helaine will get a quote for 300 for Sunday instead of 250 and 150 for the day of service.Need one Piano for the reception. |
| Essay | * we have about 38 essays
* Farheen has made 5 sets for the readers.
* She will disseminate them tonight.
 | Maryam, Leslie, Yetta, Roberta and Farheen will be reading the essays.  |
| Living the Dream | * The deadline was extended to Dec 8. But if they are mailed, they have to be postmarked as Dec 8
* Minor modifications were made to the letter during the meeting
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| Publicity | * Sonja will contact the radio stations.
* The program and the Day of service will be announced. These are the local radio stations.
* The interview that was planned didn’t materialize but the host contacted again showing interest.
 | Publicity committee is currently reaching out to the media to cover the events we are hosting |
| Day of Service | * The website of Volunteer Howard is all set up and it looks great.
* Still working on confirming some of the opportunities and partnerships.
* Sarah from CAC will be at the next meeting to talk about the food bank.
* Pam would like to get some more information on the logistics of that day.
* Will set up again the couponing and making of the recipe cards.
* In the future at any site the commission has, they will want to throw more opportunities as the gateway building has some limitations.
* Age limit and number of volunteers at each site will be added to the website.
* Timeline will be added to the website as well of all the activities across the county.
* The building will be open at 7:00 AM.
* Most of the opportunities at the grocery stores will be given to the Greeks and whatever is leftover will be given to the public.
* Greeks will be responsible for taking the food they collected to the food bank.
* Projects should end at 11:30 AM as the building is available only till noon.
* Roberta offered to reserve room 401 for the office of aging’s arts projects.
 | The list for the food drive finalists of volunteers will be provided by Sonja. |
| New Business | * Meeting motioned to adjourn at 8:00 PM
* Next meeting – January 3rd 2018
 | Next meeting – January 3rd/ Jan 4th  |