

**REV. DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION
MEETING MINUTES
July 10th, 2019**

Tracey Williams	Namrata Nagarajan	Farheen Sheik	Maryam ElHabashy
Caroline Harper	Bert Hash	Helaine Jeffers	Evelyn Boulware
Tina Horn	Diane Martin	Janseen E. Evelyn	

Topic	Discussion	Action Items
State of the Commission	<ul style="list-style-type: none"> • Meeting called to order at 6:34 PM • Introductions were made. Tina Horn and Diane Martin were officially welcomed to the commission • Meeting agenda approved and accepted as is • Meeting minutes approved and accepted with the following changes: Caroline Harper (not Tracey Williams) is in charge of narrowing down possible caterers 	
Essay Committee	<ul style="list-style-type: none"> • Diane Martin met with the chair of the program committee for Black History Expo, which shall be held on either Feb. 8th or Feb. 15th at Long Reach high school. There is a possibility and suggestion that our essay contest winners can present at Black History Expo • Tracey Williams shall send essay contest related materials from past years to Diane Martin 	
Day of Service Committee	<ul style="list-style-type: none"> • Bert Hash will talk to Maryland Live about community participation regarding meal services to Grassroots organizations (similar to the previous year) and other possible community service ideas • Bert Hash is beginning to line up organizations that were successful last year in serving opportunities. Chesapeake Habitat for Humanity shall be on-board as well. • Tracey Williams has updated the Commission that Howard Community College will not hold any other events (with the exception of our very own event) on the day of the Celebration • Suggestion to follow-up on: Partner directly with one of the partner organizations of Howard Community College in order to lowers costs and also to directly involve college students (ex. Head of diversity, Student life and service learning (with food pantries on-site)) 	

<p>Reception Committee</p>	<ul style="list-style-type: none"> • There are currently two main choices for caterers and breakfast: Jason’s Deli and Wegmans • Evelyn Boulware has informed the Commission that when food is purchased, credits cards from the Office of Human Rights can be utilized • The Commission suggested that holding/green room for performers should have food, however, this will increase the number of people for the food count as several family members and friends will most probably partake in the food as well 	
<p>Living The Dream Committee</p>	<ul style="list-style-type: none"> • Everything is progressing well, and thus there is nothing to report at the time 	
<p>Logistics Committee</p>	<ul style="list-style-type: none"> • Logistical information regarding Howard Community College: total capacity is ~434 people, provided items: [screen, podium, mikes, 5-foot folding tables, round tables, easels, keyboard, back-drop lighting, dressing room, green room, holding rooms, ADA seating] • Tracey Williams shall forward information regarding Howard Community College to Kurt Wall • The Commission will need to provide linen for the tables, coordinate the back-drop lighting, and ensure there is a possible ensemble during the Reception 	<p>Rehearsal: Saturday, January 11th from 1PM-3PM in the Howard Community College Smith Theatre</p>
<p>Program Committee</p>	<ul style="list-style-type: none"> • Howard Community College can provide the necessary items for the program (as listed under the Logistics Committee) • Performers and choirs have a hard time committing before the beginning of the school year. Thus, it is better to request their time once school starts • Performers: Wilde Lake or Oakland Mills performers (to be confirmed after the school year starts), cello and violin players (confirmed), Alpha Achievers (happy to work with us), Delta Scholars (to be reached out), Wilde Lake step team (to be reached out), student choirs (to be reached out after the school year starts) • Student Kiara has expressed interest in performing the Dr. MLK Jr. monologue 	

	<ul style="list-style-type: none"> • Student representative on Board of Education (Allison) has been suggested to perform the spoken word 	
Publicity Committee	<ul style="list-style-type: none"> • The last time the Celebration was held at Howard Community College was 2016 • The capacity limit of the venue of ~434. The main goal is the fill as much of this limit as possible • In order to reach this goal, Tina Horn requests: a Facebook account, Twitter account, Instagram account, and YouTube channel • Evelyn Boulware shall work on setting up these social media accounts • Both Evelyn Boulware and Tina Horn shall figure out the posting schedule and maintenance. It is suggested that once a week, the social media accounts should post a picture of Dr. MLK Jr. and quote pertaining to him. The posts shall also contain details regarding the speaker and the performers as soon as such information is confirmed • For the YouTube channel, the County's YouTube channel can be utilized. Videos posted have to be approved by the Public Information Office beforehand • Tina Horn utilizes a program called Buffer in order to schedule social media posts ahead of time. Evelyn Boulware shall check with the department to see if Buffer can be allowed under the county policy • The press releases are usually sent out 2-3 weeks before the day of the actual event. In the meantime, there are press release alternatives: County bulletin boards, County executive Ball bulletin boards, and 50+ expo participation • Tracey Williams has requested a graphic artist on Volunteer Howard for the following items: save the date fliers and program cover 	
New/Unfinished Business	<ul style="list-style-type: none"> • The Commission is currently waiting on the approved budget. The requested amount is the same as last year • Future suggestion: plan out the budget properly beforehand to ensure everything is covered 	<p>All commissioners are asked to ensure their jobs are done by the next meeting in September, especially with</p>

		the meeting break in August
Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 8:18PM	Next meeting: September 4 th 2019