

**REV. DR. MARTIN LUTHER KING, JR. HOLIDAY COMMISSION
MEETING MINUTES
February 1st, 2017**

Members Present:

Tracey Williams	Farheen Sheik	Namrata Nagarajan	Roberta Kelly
Patricia Thorne	Bessie Bordenave	Bert J. Hash	Caroline Harper
Dorcas Schindehette	Yolande Speight	Pamela Simonson	Kurt Wall
Jonah Hornum	Curt Wall	Yetta Roggerson	Victoria Airapetian
Sarah Schindehette			

Topic	Discussion	Action Items
The State of the Commission	<ul style="list-style-type: none"> • Meeting called to order at 6:37 PM • Meeting Minutes approved at 6:43 PM with the following changes • Under Program: the Howard County NAACP council AND Voices for Change were volunteers during the celebration • Philip Dodge was in attendance during the last meeting • Minor spelling/grammar errors were changed • Agenda approved at 6:44 PM 	
Living The Dream	<ul style="list-style-type: none"> • We need to figure out a way to get more people to apply • Everything else was fine 	
Publicity	<ul style="list-style-type: none"> • In terms of turnout, the publicity committee reached out a lot and was covered properly • Bessie stated that she publicized mainly about the celebration, while Farheen reached out to all organization about the Day of Service, Living the Dream, and the Essay contest 	
Reception	<ul style="list-style-type: none"> • Everything went well, not too many leftovers and clean-up was good. People also had places to sit down and eat, which was a plus • Displays were very good, and the orange cards were very popular • Plates always seem to run out quickly • In the future, someone else should help with clean-up so that the Reception committee can also watch the program • Music performers during the Reception were 	

	not properly prepared	
Day of Service	<ul style="list-style-type: none"> • There needs to be more hands for Day of Service committee • A big Thank You to Pat for all the help • We need to make sure doors are open and the rooms are set-up before the event • The Day of Service kick-off should either be upstairs of Columbia Gateway or should be elsewhere due to space limitations • There is still difficulty for volunteers to input their information on the site • We can possibly partner with Glen Marr church in the future • We should find out about other service events that day, so that we can collaborate/partner with them too • There should be t-shirts/caps to identify us during the Day of Service • Pam stated that there is some difficulty getting some information from the served. She also said that Glen Marr has decided to collaborate with us next year (who also increased their volunteers from 500 to 800) • More than 500 worth of service from the volunteers • Two photographers during the event was good. Pictures were published in the Baltimore Sun • Postings for drivers should be posted beforehand • Not all driver postings were filled before that Friday, and there were some miscommunications for stores that didn't have drivers • If there are any listings left in the future, we should decide beforehand about which drivers will deliver the food • Drivers sometime do not get the weight count and/or give all the food to one place • There should be team leaders at the grocery stores • People should sign up for all the listings 	

	<p>preferably before January 1st</p> <ul style="list-style-type: none"> • Unfortunately, Farheen and others had to pick up food • 4976 pounds of food in total • Volunteer names should be noted beforehand • Drivers should actually go a bit later to pick up the food in order to ensure all the food is accounted for • There should also be a list of what the Food Bank and other organizations need/what they're looking for • It was discovered that cash is accepted at the food bank 	
<p>Essay Committee</p>	<ul style="list-style-type: none"> • There should be an earlier notification/confirmation of the essay winners' attendance during the celebration • Essay committee should meet with the winners and rehearse with them beforehand • Essay committee should also stand with the winners on-stage when representing awards • Youth commissioners suggested that the essay winners should be notified beforehand that they have to present • However, it should also be noted that the program will be too long when all essays are read • Suggestion: Ask the essay winners to pick a favorite quote and talk about how it relates to their essay • The whole essay contest timeline should be established earlier and should have sufficient time planned out • There were too many readers for the essays • Teachers should be notified during the summer/August about the essay contest in order to make they have time to possibly add it to their curriculum • Youth commissioners stated that they did not hear about the essay contest in high school. They also suggested that posters should be hung around the high schools for advertising purposes • An eye-catching flier should be made to be hung around high schools • In the future, emails about the essay contest 	

	<p>should be sent to more people, including guidance counselors, the principal's secretary, social studies teachers, etc.</p> <ul style="list-style-type: none"> • Suggestions: Does there have to be an essay component, or can be it something else such as a debate 	
Logistics Committee	<ul style="list-style-type: none"> • The venue was good • The food was good and there was sufficient seating space • Prior to the start of the program, there was a video, and it was efficient to capture the attention of the audience • Suggestion: there should be reserved seating for the parents for the participants 	
Program	<ul style="list-style-type: none"> • Overall, the program went well • There needs to be a rehearsal in advance and/or we need to come earlier if the rehearsal is the same day as the celebration • Someone needs to help with the awards in the back (at least 2) • There should be a VIP table for sign-ups set up next year • Fliers were a bit confusing, especially with information about both the Celebration and the Day of Service information on one page. Suggestion for next year: put both events on top and emphasize the text/info • Evaluations suggest that we should incorporate more information about MLK and what he did • We need to tighten up program and make it go more smoothly • For the Columbia Gateway building, have street signs guide the way. Another suggestion is to have MLK quotes on the street signs to emphasize the celebration • Need professional signs made for grocery stores • Suggestion: For the VIP's and officials, not all of them has to have their name announced. Maybe in the future, names should only be announced for the people who would like them announced, such as the County 	

	<p>Executive</p> <ul style="list-style-type: none"> • The Essay chairman should be responsible for informing the essay winners about event information and timings • We overloaded Farheen with too many responsibilities, and we need to equally split them as a committee • We need at least 4 volunteers (with 2 on stand-by) to help with on-stage equipment such as chairs 	
New Business	<ul style="list-style-type: none"> • It was a good event, more preparations would create an even better event • Committee chairs must be decided early, especially for the publicity committee • No quorum, thus no new business could be completed • Budget: there was no MC, no performance stipend, photographer, miscellaneous. Thus, there was a leftover \$1542.2 • Extra cost: food because we did not have a head count • Bert suggested to use the leftover money for remainder of the fiscal year. Roberta shall put in a request • Roberta reported that we installed 20 smoke alarms on behalf of the commission 	<p>All committee chairs and others, please prepare a paragraph including numbers/statistics about how things worked out on their end, preferably by Monday. Roberta shall compile this into a report for the county executive</p>
	<ul style="list-style-type: none"> • Next meeting – March 1st • Meeting adjourned at 8:06PM 	