

Members:

Jessica Johnston, At-Large #6, Chair
Keoni Ho, At-Large #1
Cecily Croskey, At-Large #2
Alex Domine, District #2
Jacob Tice, District #3
Kirsten Putman, District #5



City of Tacoma City Events and Recognition Committee

Location: 747 Market Street, Room 248

Virtual attendance: Committee members have been sent email invitations to join as Panelists

Public attendees: see link in Item Public Comment

MEETING AGENDA

Wednesday, October 19, 2022, 4:00 p.m.

Land Acknowledgement:

“I would like to acknowledge that we rest on the traditional homelands of the Puyallup people, where they make their homes and speak the Lushootseed (luh-shoot-seed) language.”

- I. 4:00 – 4:30 pm – Open Discussion
Introductions and welcome new members
- II. Approve minutes from previous meeting(s) and the agenda for this meeting
Chair asks for a motion, and a second, and asks “is there any discussion?”
- III. Chair Comments
Establishment of new roles – responsibilities, titles, and reporting
- IV. Staff Update
 - i. Member onboarding/orientation schedule
 - ii. TVE Marketing – Social Media update, member profiles
 - iii. MLK planning status – comments from Chair Johnston, Mr. Domine, and Ms. Croskey
 - iv. Office of Arts & Cultural Vitality – *tentative* request for support of annual Amocat Awards Event
- V. Subcommittees
 - i. Communications
 - ii. Handbook – approve or edit revised “Roles & Procedures”, pages 10-15 of Handbook
- VI. Public comment: please address the chair, restrict comments to 3 minutes each
Zoom link for public attendees:
<https://us02web.zoom.us/j/83862217228?pwd=WG5pTVR1dmpxdGlraWlvcHVEWGZoZz09>
Call in by phone: 253-215-8782
- VII. Items for Future Agendas
 - i. Do members have suggestions for future agendas?
 - ii. November – be prepared to be photographed and submit content for Social Media profiles



Adjourn

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City Events and Recognitions Committee

Virtual meeting via Zoom

MEETING MINUTES

September 19, 2022

NOTE: This meeting was held as a Zoom meeting and was recorded. (YouTube link: https://youtu.be/MG10TsT87_w)

Members Present: Jessica Johnston; Cecily Croskey; Alex Domine

Staff Present: Kala Dralle; Tammi Bryant; Jerrol Anonuevo, Brian Davern, Jennifer Durham

Call to Order – 4:11 PM

Item 1 – Open Discussion:

- Check-in with members and staff

Item 2 – Approve Agenda and Minutes: action: moved by Ms. Croskey, 2nd by Chair Johnston, motion passes

Item 3 – Chair Comments

- Update re: Mayor Woodards thoughts for MLK theme
- What we can do now: share MLK nomination form; begin invitations for Community Outreach Fair; volunteer call in The News Tribune and other media; develop a timeline for MLK planning; research performers
- Connect Mr. Davern with Chair Johnston re: TVE Community Outreach Plan

Item 4 – Staff Report

- TVE Community Newsletter – lists City-permitted + open to the public events
- Social Media
Update regarding LinkedIn accounts for TVE and CERC; feel free to use to your accounts to Link to TVE's
Could be used to solicit sponsorships for CERC events and sharing nomination form
- MLK nomination form link: www.cityoftacoma.org/mlk

Item 5 – Subcommittees Report Out: no action

1. Fundraising: South Sound Together <https://www.southsoundproud.org/>; Mr. Domine provided information and forms for grants; determine a project for funding
2. Member handbook
Updates have been made to “Rules & Procedures” pages 10-15 in handbook; approve at next meeting
Onboarding new members – tentative delivery date is mid-October
Help new members understand how to engage with each other and with staff
3. Communications
MLK graphics for 2023 – send to members to use in social media
4. MLK Event Planning (notes)
Ms. Dralle and Chair Johnston have a meeting scheduled with Mayor’s office
Convention Center Exhibition Hall B is reserved for the January 16, 2023 event – with the option to use Ballroom and 3rd floor pre-function space
5. MLK Communities Outreach Fair
6. MLK Volunteer management

Item 6 – Public comment: No public comment at this time.

Item 7 – Items for future agendas

1. Onboarding and training new members – share the video and schedule at a future meeting
2. Getting the Mayor’s vision for MLK soon
3. Fundraising - community-based organizations; TPU Community Support Grant application will go live in November
4. Release City of Destiny Awards nomination form in November (due first week in February)
5. Research some volunteer opportunities in Tacoma for members to participate in

Item 8 – Adjourn at 5:06 PM

Attachments and inclusions:

MLK Planning Schedule

Notes from meeting with Mayor Woodards

Notes from meetings with Chair Johnston and committee members re: discussion with Mayor

Member Handbook with Rules & Procedures Hardcopy

PLANNING & PRODUCTION SCHEDULE FOR MLK EVENT

- October
 - Finalize theme - "Still We Rise"
 - Deliver to marketing, media & communications, and to TV Tacoma
 - Assign tasks to members and staff
 - Start researching and selecting performers
 - Do a call for volunteers in local media and on social media
 - Determine what we need
- November
 - Review nominations and select awardees (subcommittee)
 - News release, contact awardees
 - Collect assets for video production
 - Deliver assets to Fred
 - Convention Center walk around with Fred & Greg
 - Agreement with Encore or other V/A company
 - Finalize performers, get them into City's procurement system
 - Invitations:
 - Community Outreach Fair
 - VIP guests (run by Mayor's office)
 - Determine graphics/signage for site
 - Ask marketing to produce
- December
 - Ongoing video production
 - Order certificates for awardees
 - Finalize layout for Convention Center with Greg
 - News release out with speakers, performers, etc
- January
 - Last signage and other materials production
 - Run through on Sunday, January 15
 - Event, Monday, January 16

NOTES FROM MEETING WITH MAYOR RE: MLK EVENT - Kala

THEME

Positive, uplifting, moving forward, being part of the change, still a reason to be positive & hopeful, include unity, love + change, we're on a journey

"Still We Rise" was settled on as a working title so we can move to next steps

MLK Choir - call Erica Whitterspoon, 253-653-7944, and give her some ideas for songs

Special guests in either a round table or fireside chat set up w/moderator
Chiefs Moore & Green, Aubra Lee, Puyallup Tribal Board member, Silolng Chunn, Troy Christensen,

Request Lionel Donovan from KING as the emcee again

THOUGHTS

On-site signage and messaging - to help guide attendees from outreach fair to auditorium
Tammi wants to play the xylophone! Community Outreach Fair directional and times

QR code takes guests to a "survey" form asking "What does Dr Kings life mean to you?" And other questions, up to 4

VIP guests check-in
confer with Claire in TVE Guest services for best ideas

Program elements
Performers, lighting, screen graphics, pre-recorded statements from local officials/VIPs

Honor guard from TFD & TPD?

Candle light vigil delivered by the Mayor
So many of us have been affected by Covid over the past THREE years!
Stand if you can if you are a first responder
. . . If you are a Frontline worker such as nurse, doctor, teacher, caregiver
. . . If you are a essential worker such as grocery, restaurant, bus driver, . . .
. . . Finally, please stand if you can, if you have lost a loved one to Covid
Thank you,
And now join in a moment of silence
You may be seated
And welcome Singing Amazing Grace in honor of all of the souls who have passed. . .

During this on screen is a video of thousands of candles and stars