



AGENDA

City Events and Recognitions Committee (CERC)

Date: Wednesday, October 18, 2023
Time: 4:00-5:30 pm
Location: Virtual and in-person (see below)

MEMBERS

Jessica Johnston, Chair
Alex Domine, Vice Chair
Keoni Ho
Cecily Croskey
Karen Sudderth
Tim Fairley
Jill Sparks
Jacob Tice
Kirsten Putman

The City Events and Recognitions Committee is administered by the City of Tacoma's Tacoma Venues & Events department.

STAFF

Ashley Young, *Community Events Coordinator*
Jerro Anonuevo, *Marketing Coordinators*
Jasmine Cawley, *Marketing Coordinators*
Tammi Bryant, *Asst Director, Tacoma Venues & Events*

INFORMATION ABOUT VIRTUAL AND IN-PERSON MEETINGS

Virtual attendance: The meeting can be attended at <https://us02web.zoom.us/j/83862217228>, or by dialing (253) 215-8782 and entering the webinar ID 838 6221 7228 when prompted. A passcode should not be required. Microphones will be muted, and cameras turned off for all meeting attendees, except for City Events and Recognitions Committee members and presenters.

In-person attendance: The meeting can be attended at the Tacoma Municipal Building, 747 Market Street, Room 248.

Public comment: The public may give oral comments related to agenda items at the beginning of the meeting. Speakers will have anywhere from 90 seconds to three minutes to provide comment, depending on the available time on the agenda. Or, the public may submit general comments in writing by 4:00 PM on the Wednesday of the meeting. Written comments should be emailed and include "CERC Meeting, July 19, 2023 2023" in the subject line.

1. Call to Order

Chair Johnston

4:00pm

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."

Roll Call

| | | |
|---|--|---------------|
| 2. Warm-up / Check-ins | Chair Johnston | 4:05pm |
| 3. Approve Minutes | Vice Chair Domine | 4:15pm |
| 4. Consent Agenda | Vice Chair Domine | 4:15pm |
| 5. Public Comment on Agenda Items | Chair Johnston / Attendees | 4:20pm |
| When commenting, please address the chair, restrict comments to 3 minutes each. | | |
| Zoom link for public attendees: https://us02web.zoom.us/j/83862217228 | | |
| Call in by phone: 253-215-8782 | | |
| 6. Staff Updates | City of Tacoma Staff | 4:30pm |
| <ul style="list-style-type: none"> - Competitive Funding- Ashley Young/Tammi Bryant - Marketing Update- Jerrol Anonuevo - Sponsors and Vendors Forms- Ashley Young | | |
| 7. Sub-Committee Updates | Chair Johnston | 4:45pm |
| <ul style="list-style-type: none"> - MLK- Jessica Johnston | | |
| 8. Meeting Discussions | City of Tacoma Staff & CERC Members | 5:00pm |
| <ul style="list-style-type: none"> - Special Meetings December and January | | |
| 9. New Business | Chair Johnston | 5:00pm |
| 10. Items for Future Agendas | Staff- Ashley Young | 5:20pm |
| 11. Adjourn | Chair Johnston | 5:30pm |

MEETING FREQUENCY

Every Third Wednesday of every month at 4:00pm, at the Tacoma Municipal Building (747 Market St.), room 248, and on Zoom. All meetings of the City Events and Recognition Committee are open to the public.



To request this information in an alternative format or to request a reasonable accommodation, please contact Tacoma Venues & Events staff at communityevents@cityoftacoma.org. TTY or speech to speech users please dial (253) 581-5820 to connect with Washington Relay Services.



AGENDA

City Events and Recognitions Committee (CERC)

Date: Wednesday, September 20, 2023

Time: 4:00-5:30 pm

Location: Virtual and in-person (see below)

MEMBERS

Jessica Johnston, Chair
Alex Domine, Vice Chair
Keoni Ho
Karen Sudderth
Tim Fairley
Jill Sparks
Jacob Tice
Kirsten Putman

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STAFF

Ashley Young, *Community Events Coordinator*
Jasmine Cawley, *Marketing Coordinators*
Tammi Bryant, *Asst Director, Tacoma Venues & Events*
Hillary Brenner, *Marketing Director*

NOT PRESENT

Cecily Croskey

MEMBERS EXCUSED

-
- | | | |
|--|--------------------------|---------------|
| 1. Call to Order | Chair Johnston | 4:06pm |
| 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." | | |
| Roll Call | | |
| 2. Warm-up / Check-ins | Chair Johnston | 4:05pm |
| - Committee members checked in about events coming up | | |
| 3. Approve Minutes | Vice Chair Domine | 4:15pm |
| Motion: Jessica | | |
| Second: Karen | | |
| Motion: Carried | | |
| 4. Consent Agenda | Vice Chair Domine | 4:15pm |
| Motion: Jessica | | |
| Second: Tim | | |
| Motion: Carried | | |

- Sponsorship Guide- Review and approval
Adding a line for those who want to donate less than \$253 – Printed on the program
Motion: Alex
Second: Tim
Motion: Carried
- Thank You Cards Blank ones and printed ones (that look written)
- Shirts and Badges
 - o Badges, something that can be on a lanyard as well, something the size of a card (wallet size)
 - o Do the front in a large print
 - o Hoodies, water wicking shirts, hats?

9. New Business **Chair Johnston** **5:00pm**

10. Items for Future Agendas **Staff- Ashley Young** **5:20pm**
Badges /shirts
Sponsorship letter and card mockup
December and January special meetings

11. Adjourn **Chair Johnston** **5:30pm**
Motion: Alex
Second: Keoni
Motion: Carried

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