



AGENDA

City Events and Recognitions Committee (CERC)

Date: Wednesday, November 15, 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*
Jerrold Anonuevo, *Marketing Coordinators*
Jasmine Cawley, *Marketing Coordinators*
Brian Davern, *Community Engagement Coordinator*
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.

Bus Routes & Bike Parking: Here's some potential language: The Tacoma Municipal Building is served by Pierce Transit bus routes 1, 2, 11, 16, 45, and 57. Visit www.tripplanner.piercetransit.org to find your route. The Tacoma Municipal Building also has bike racks at the Market Street and St. Helens Ave entrances. Visit www.cityoftacoma.org/mobility for a map of Tacoma bikeways.

1. Call to Order

Land acknowledgement

Chair Johnston

4:00pm

“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.”

2. Warm-up / Check-ins	Chair Johnston	4:05pm
<ul style="list-style-type: none">• What Holiday events are you looking forward to?		
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">• Marketing Update- Jasmine Crawley• Funding Update- Ashley Young		
7. Sub-Committee Updates	Chair Johnston	4:45pm
8. Meeting Discussions	City of Tacoma Staff & CERC Members	5:00pm
<ul style="list-style-type: none">• Review Rules and Procedures• Shirts and Badges Review• Doodle Polls		
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, October 18, 2023
Time: 4:00-5:30 pm
Location: Virtual and in-person (see below)

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

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STAFF

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

EXCUSED
Alex, Domine, Vice Chair

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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
Motion: Jacob Tice
Second: Tim Fairley
Motion: Carries | Vice Chair Domine | 4:15pm |
| 4. Consent Agenda | Vice Chair Domine | 4:15pm |
| 5. Public Comment on Agenda Items
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 | Chair Johnston / Attendees | 4:20pm |
| 6. Staff Updates
- Competitive Funding- Ashley Young/Tammi Bryant
- Marketing Update- Jerrol Anonuevo
o Social post, spotlights soon
o Thanks for helping with the vendor booths
o Brian changed departments, and community events will be handled by Jerrol and Ashley
- Ashley provided an updates on sponsorships forms
o Sponsor form will be available soon and vendor form is ready for MLK, please have those that need to be paid out fill out that form | City of Tacoma Staff | 4:30pm |
| 7. Sub-Committee Updates
- MLK- Jessica Johnston
o Chair Johnston provided an update on the interview segments, toolbox labs, and the community fair.
o How removed must someone be from nominating someone you know Ask the CBC | Chair Johnston | 4:45pm |
| 8. Meeting Discussions
- Special Meetings December and January
o Keep December
o Keep January but open up sub-committee to who group and change that to special meeting
- Badge and Shirt Mock Ups
- Trigger for subcommittee meeting (10 applications) | City of Tacoma Staff & CERC Members | 5:00pm |
| 9. New Business | Chair Johnston | 5:00pm |

- No new business

10. Items for Future Agendas **Staff- Ashley Young** **5:20pm**

- Add shirts and badges to future consent agenda
- Special Meetings
- Doodle Polls
 - o Special Event Funding

11. Adjourn **Chair Johnston** **5:30pm**

Motion: Karen
Second: Tim
Motion: Carries

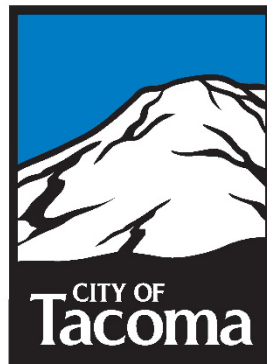
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Rules and Procedures Revised 2022



City Events and Recognitions Committee

Rules and Procedures

The City Events and Recognitions Committee will use the following rules and procedures in conducting its business. These rules and procedures were initiated December 9, 2013;
Revised April 21, 2016; December 12, 2016; September 10, 2018; September 9, 2022.

Purpose

The City Events and Recognitions Committee (CERC) was created to serve as an advisory and action committee on matters pertaining to City-hosted events and special recognition programs. CERC's responsibilities:

1. Plan, review, promote, and evaluate events.
2. Engage the community in fundraising efforts; solicit corporate and private sponsorships.
3. Review competitive funding applications; rank and select recipients based on established criteria. (Per City's Resolution 40622¹)

Proposed Oversight

1. Planning and implementation of the City's MLK, Jr. Birthday Celebration². Review nominations and select award recipients.
2. Planning and implementation of volunteer recognition events such as the City of Destiny Awards³ and other special recognitions. Review nominations and select award recipients.
3. Other National and local observances.

Membership

Members are appointed by the Tacoma City Council according to its recognized appointment process. The CERC consists of eleven seats occupied by City residents; representatives from each of the City's five Council Districts and four at-large representatives. CERC reports to the Economic Development Committee.

Staffing

TVE Department will provide staff support to the CERC. This includes taking minutes at meetings. TVE staff will perform other duties as needed in support of the CERC.

Meetings

1. The CERC will meet monthly at a date and time to be established by the CERC. The time and day may be changed by a two-thirds vote of the membership present. All regular meetings will be advertised through regular City channels and are open to

the public, and are therefore subject to the Open Public Meetings Act⁴.

2. Meeting attendees will be expected to actively participate in discussion topics; they will be present and on-screen at all virtual meetings; as live meetings are once again allowed members will arrive on-time ready to participate by the arranged time.
3. The CERC may meet at additional times and dates in order to conduct the necessary business of the CERC. Public notice will be provided for these additional meeting dates.
4. Mission specific ad hoc committees or working groups may be created at the discretion of the CERC. All such committees or working groups shall cease to exist when their specific tasks have been completed. Each of these committees or working groups will create a work plan and provide monthly updates to the CERC **and/or** a representative will provide updates at all committee meetings during the duration of the ad hoc committee or group. Members and interested individuals are permitted to serve as ad hoc committee or working group members. These committees may include City staff and the general public in addition to CERC members.

INSERT TVE SPECIFIC CONTENT HERE

Rules of Procedure

1. Robert's Rules of Order⁵ will be used as the operating rules for the City Events and Recognitions Committee (CERC) except as modified by these rules and procedures.
2. State statutes or administrative code and City Council Ordinances or Resolutions (including the "City Council policies regarding City Committees, Boards, Commissions and Appointments") will supersede any individual CERC rules if there is a conflict but the rest of the rules will remain intact.
3. Speakers must be recognized by the chair in the order in which they raise their hands.
4. Speakers may yield their place in the discussion to another member.
5. Citizens wishing to bring an issue before the CERC will contact Tacoma Venues & Events Department (TVE) staff to include the item on the CERC agenda.

Attendance

1. CERC members shall notify TVE staff at least 24 business hours prior to a meeting if they are going to be absent. Failure to notify staff will be considered an unexcused absence. Members are expected to attend the entire meeting.
2. Any CERC member who has three unexcused absences in a 12 month period will be advised in writing of his or her attendance record and will be asked to become an active member or resign from the CERC. If the member does not respond, the Chair will notify the City Clerk's Office of the lack of member attendance. The committee may take the matter under advisement and determine future action at the next meeting after the second unexcused absence.
3. Any CERC member who is absent for more than one-third of the committee's total meetings in a 12 month period will be advised in writing of his or her attendance record and will be asked to become an active member or resign from the CERC. If the member does not respond, the Chair will notify the City Clerk's Office of the lack of member attendance.

(NOTE: The City Council is the only body with the authority to remove members.)

Member Responsibilities

Membership in the CERC requires a high level of commitment in order to fulfill their roles as representatives of the City of Tacoma. Members are expected to comply with responsibilities, timelines, and deadlines established by the CERC.

Election of Officers

The CERC shall elect a chairperson, a vice-chairperson, and a treasurer. Election of officers shall be held every other year by written ballot no later than the last scheduled meeting prior to August 31 during odd years. If a sitting officer tenders their resignation during an even year, elections may be held during said year. Term of office shall be three years and shall begin on first of the month immediately following the election.

Chairperson: The chairperson will be the presiding officer of the CERC and will conduct meetings. The Chairperson, or an appointee, appears before City Council on all matters related to the CERC.

Vice-Chairperson: The vice-chairperson will fill the role of chairperson whenever the chairperson is absent from a meeting or incapable of carrying out the duties of chairperson.

Voting

1. The chair will vote only in the event of a tie.
2. The chair may not make motions except to open any topic for discussion.

A motion to table an agenda item requires no second and shall be voted on immediately without discussion. A simple majority of assembled members shall approve.

A motion to adjourn meetings requires no second and shall be voted on immediately without discussion. A simple majority of assembled members shall approve.

3. Staff shall record the motions, the maker and second of motions and the results.

Quorum

A quorum will consist of a simple majority of the active members of the CERC.

Agendas & Minutes

Agendas and minutes of Committee meetings will not be distributed outside the Committee until approved by the Committee. Staff will prepare agendas and minutes for the Committee, with Chair's approval.

Conduct of Meetings

Order of business:

- Roll Call
- Open discussion on a topic selected at previous meeting(s)
- Approval of minutes not previously approved
- Consideration of agenda items in the order set forth in the meeting agenda
- Staff Reports
- Sub-committee reports
- Other items
- Topics for Upcoming Meetings
- Public comment(s)
- Adjournment

The preceding order of business may be modified for any meeting by a suspension of the rules concurred in by a majority of the voting members present.

Reporting to Council

The CERC will make presentations to the Economic Development Committee of the Tacoma City Council as needed.

Conflict of Interest

1. If any member of the CERC becomes an interested party (see definition below) he or she shall immediately resign from the CERC. Also, if a member of the CERC has any other affiliation with an agency which may receive funding, the member shall disclose the affiliation, shall recuse himself/herself from voting on the matter, and shall not attempt to influence any other member of the CERC.

Interested party: a person who has, or expects to have, any pecuniary interests in the recipient organization, whether such interest is by position of agent, employee, director, owner, officer, or otherwise, and whether such pecuniary interest be direct or indirect. A director, officer or member of an organization shall not be disqualified from serving on such HSC when there is no financial benefit or expectancy of same to that person or his/her immediate family from affiliation with such organization.

City of Tacoma's Code of Ethics

The City of Tacoma's Code of Ethics in Tacoma Municipal Code 1.46 applies to any member of the CERC.

Open Public Meetings Act Training and E-mail Exchanges

Open Public Meetings Act carries with it accountability and knowledge of the rules and procedures set forth in State Code. Members are required to participate in mandatory training/orientation provided by Washington State Attorney General. TVE staff will provide access to the self-guided training modules⁶. Members will report to TVE staff upon completion of training. State fines may be imposed if training is not completed.

E-mail exchanges about Committee Business between members of the Committee can constitute a violation of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW. Generally, if a majority of the members participate in an e-mail discussion of Committee Business, the members are conducting a meeting in violation of the OPMA requirement that meetings must be "open to the public with prior notice." It is suggested that CERC members observe the following guidelines to avoid OPMA problems with e-mail exchanges:

1. When possible, limit e-mail exchanges on issues related to Committee Business to less than a majority of Committee members. Sending copies of an e-mail to less than a majority may not suffice if subsequent exchanges relay the content of the original exchange to a majority of members.
2. Never decide at an open meeting that a majority of the Committee will continue or complete discussion of an agenda item by e-mail.
3. One-sided (no response anticipated) informational e-mails to a majority or more of

Committee members are probably consistent with the OPMA. In open meetings, the CERC members should verbally announce that they have sent this type of e-mail if it relates to the discussion at hand. Committee members are free to engage in e-mail exchanges with staff on one-sided e-mails, but not with each other.

4. E-mail exchanges on issues that the CERC will not address are consistent with the OPMA. However, if any reasonable chance exists that an issue relates to a vote that may or will come before the CERC, a majority of the Committee should not subject the issue to e-mail discussion.

Semi-Annual Review of Rules and Procedures

The Committee will review the Rules and Procedures every other year no later than the last scheduled meeting prior to October 31. Amendments may be made by majority vote of members present at the annual review or at any time when two weeks' notice of the proposed amendment has been provided by mail or electronic mail.

¹ Resolution 40622

² MLK Event

³ City of Destiny Awards

⁴ Open Public Meetings Act

⁵ Roberts Rules of Order

⁶ Access to training modules