

Dr. Martin Luther King, Jr. Tribute Committee
 Thursday, January 17, 2019
 7:00 p.m.
 City Hall, Lower Level Conference Room

Members	Present	Absent
Lilla Sutton, Co-Chair	X	
Anita Wolley, Co-chair	X	
Dottie Chicquelo	X	
Jordan Schakner	X	
Thelma Lomax, Honorary Member		X
Staff and Others		
Monroe Dennis, Councilmember District Two		X
Sharon Fletcher, Staff Liaison	X	
Carleveva Thompson, Contract Secretary	X	

I. Call to Order

Ms. Sutton called the meeting to order at 7:10 p.m.

II. Review and Approval of Agenda

The Committee reviewed the meeting agenda. **Mr. Schakner motioned to approve the agenda as presented. Second by Ms. Chicquelo. All members were in favor; none opposed.**

III. Reading and Approval of 01/10/19 Meeting Minutes

The Committee reviewed the meeting minutes from the January 10, 2019 meeting. **Ms. Wolley made a motion to approve the January meeting minutes as presented. Second by Mr. Schakner. All members were in favor; none opposed.**

IV. 2019 event review

a. Venue

Ms. Wolley asked if free parking can be requested. Ms. Fletcher advised that plans to offer free parking would have to be included in the budget for the event. She also indicated that there are free parking lots available near the venue. Note: the garage parking on the weekends is not free, however some reported that they have not been ticketed after parking and not paying.

b. Program Participants

The Committee commented that all but the master of ceremonies was well received. There was a good variety and diversity of participants in the program.

c. Attendance

The final guest count was 85 in attendance.

d. Reception

The reception set up was nice so that people could sit and talk; and it also helped to control the amount of food taken by each person at once.

e. Expenditures

The event budget was \$10,000 and at the time of this meeting we are over budget by \$700. It was noted that pricing for the venue and refreshments had increases since the previous event.

f. Video showing dates

The videographer will provide the edited recording by the end of the month so the program can be shown on the City's cable channels during Black History Month. Note: due to a family emergency, delivery was delayed by one week. The City Clerk's office accommodated by extending display of the event into mid-March.

V. Annual Report

Ms. Fletcher will confirm the requirement for an annual report and prepare a draft as necessary.

VI. Membership

a. Encourage interested parties to submit application

Ms. Wolley stated that Andy Fellows was interested in joining the Committee.

b. Status of Committee Review by Council subgroup

Ms. Fletcher reminded those present of the Council's Committee on Committees review of all Board and Committees. The freeze on appointing members will be lifted soon.

VII. 2020 Planning

a. Consider a Day of Service

The committee discussed having a day of service instead of planning a program. The committee needs good marketing strategy ideas to get the community more involved. The Committee asked Ms. Fletcher to provide the number of viewers of the City's TV stations to see if that will be a good place to advertise the next event.

b. Committee Meetings

The committee discussed meeting in March, April, May and June and have the event planned by October.

c. Program Format

Ms. Sutton discussed the idea of having a panel discussion instead of a keynote speaker during the program.

d. Attendance Sign Up

It was discussed to have a list available at the event for guests to sign in and include their email so a reminder for the next event can be sent to each guest.

VIII. Other Business

None

IX. Adjournment

Ms. Wolley made a motion to adjourn the meeting. Second by Mr. Schakner. The meeting adjourned at 7:58 p.m.

Next Meeting: March 21, 2019