



City Events and Recognitions Committee

Tacoma Municipal Building, 747 Market Street, 9th Floor Visibility Center

May 12, 2014

Chair Smith called the meeting to order at 6:06 p.m.

Committee Members Present: Roslyn Smith, Valentine Smith, Christina Hughes, Shalisa Hayes
Staff Present: Christina Watts, John Miller

Agenda Item

Approval of the minutes from March 10, 2014, March 31, 2014, April 10, 2014, and April 28, 2014

Chair Smith introduced the item. The Committee passed the item

Agenda Item

City of Destiny Planning Discussion and Updates

Chair Smith introduced the item. Staff shared a summary of a meeting with the Rainiers on May 7th. The biggest update is that instead of 10 90-second inning breaks, staff have now been directed to prepare 12 60-second inning breaks. The updated inning breaks outline was reviewed with the committee. Staff also shared final to-do items which include confirmation of the photographer, caterer, and Daffodil Court.

Staff shared that staff and committee members will have access to the venue beginning at 3:30 p.m. on May 28th. The Rainiers said at the meeting that the booth would be set up around 5:00. The committee had discussion about what kind of booth materials should be prepared in addition to the program. Vice Chair Smith suggested having some materials from the new CBC recruitment toolkit and Ms. Hughes suggested having some materials about the MLK program to help individuals understand the committee's role and responsibilities. There was discussion about creating a flyer with information about the committee. Staff said they would see if there were any 2014 MLK materials left that could be displayed at the booth.

Vice Chair Smith asked what would happen in the event that there were left over tickets. Staff shared that 10-15 CBC members have submitted RSVPs so far and they have until the end of the week. Vice Chair Smith asked if the Neighborhood Councils were invited. Staff said they were not. Only City of Tacoma Committees, Boards, and Commissions were asked to RSVP for the tickets. If there are leftover tickets, Vice Chair Smith suggested inviting Neighborhood Council members to the game as well because they are also community volunteers. He said he wants to make sure the tickets don't go to waste.

Chair Smith asked what the role of committee members will be the day of the event. Staff said their role will be manning the booth and making sure the award winners are accounted for and where they need to be. There was discussion about room setup on the day of the event and what time committee members should arrive.

Agenda Item

2015 MLK Event

Chair Smith introduced the item. Staff reviewed the handouts provided to the committee including a meeting schedule, MLK planning guide, and a suggested list of to-do items that staff recommend be completed prior to the committee taking a summer recess.

Staff then shared an update regarding the Broadway Center for the Performing Art's 11 Days of MLK program. Staff followed up with BCPA to see if there would be any additional costs for equipment or labor. BCPA provides their own equipment and labor for the program. The only additional cost would be if setup was required the day prior to the event. That would be an additional \$140 to the \$1030 previously quoted.

Chair Smith asked if there was any additional information available about the program. She said she was having a hard time picturing it. She said if the committee goes with the BCPA program, the entire event including keynote and theme will revolve around it and she wants to make sure she understands what the program includes. Chair Smith said the committee needs a clear understanding of the program before making a decision. Staff said they would see if any additional information is available.

Staff asked the Chair if the committee's goal is to take a summer recess. Chair Smith said it's possible, but too hard to determine right now. She said the committee needs to begin thinking about other concepts for the MLK program in the event the BCPA program is not selected.

Agenda ItemReschedule May 26th Meeting

Chair Smith introduced the item. She said because there is a meeting with the Rainiers on May 22nd that might be sufficient in terms of a second meeting time in May. The Chair suggested cancelling the May 26th meeting and the committee agreed.

Agenda Item

Other Items

Staff shared that the process for filling vacant seats on the committee will begin soon. Several committee members' terms are expiring. Interviews are being scheduled and one application has been received.

Agenda Item

Topics for Upcoming Meetings

Chair Smith said she will be absent on June 9 for graduation. The committee discussed whether to reschedule that meeting. Committee members asked staff to do a poll to see if there would be quorum for the June 9 meeting and suggested June 2 as a back-up.

Adjournment

The meeting was adjourned at 7:11.

Roslyn Smith

Roslyn Smith, Chair

Christina Watts

Christina Watts, Management Fellow, City Manager's Office

