



# City Events and Recognitions Committee

Tacoma Municipal Building, 747 Market Street, 9<sup>th</sup> Floor Visibility Center

November 13, 2013

Chair Smith called the meeting to order at 6:02 p.m.

Committee Members Present: Roslyn Smith, Shalisa Hayes, Anthony Painter, Christina Hughes, Valentine Smith.

Staff Present: Nadia Chandler-Hardy, Christina Watts

## Agenda Item

Key MLK Celebration Planning Area Updates

Chair Smith introduced the item and opened discussion on each key planning area.

There was no update regarding marketing/advertising. Staff stated that they would connect Ms. Hayes with the Media and Communications Office in the following week to begin discussion of a Save the Date mailing card and the event poster.

Mr. Painter discussed his efforts to acquire quotes for the needed technology services for the event. Staff said that they had a recommendation to put forward to the committee. The staff recommendation was to contract with AV Factory for a line array sound system and lighting, DC Production for video projection services, and Rob Folsom for front-of-house sound. The total for all services would be approximately \$16,300.

Mr. Painter said he was still waiting on a quote from another vendor and requested that the committee table making a selection until that one additional quote was provided. Mr. Painter expressed concern that the staff recommendation is double what the estimated budget is for those services, though he did note that the cost had decreased in half from the first quote received.

Staff spoke of the need to inform vendors who have already submitted quotes of the committee's decision as soon as possible. Mr. Smith agreed with waiting until another quote was received, but suggested possibly calling a special meeting to discuss and select the vendor once it was received.

There was no update regarding event logistics.

Chair Smith discussed the youth working group's efforts in regards to recruiting applicants to audition for the event. As of the meeting, only two applications had been received. Chair Smith said the working group's recommendation was to cancel the auditions on November 16 and extend the application deadline to December

4 and hold auditions on December 7. Chair Smith said they were estimated they needed at least five performers in addition to Living Voices.

Staff asked why the committee wanted to extend the application deadline as opposed to directly inviting people to attend rehearsal. Staff expressed concern about the time needed to get the program set up. Chair Smith said the intent was still to have everyone fill out an application and audition to perform. She said the audition date in December would also work in part as a rehearsal.

Youth Working Group members then provided updates on their individual outreach efforts since the last meeting.

Chair Smith said Councilmember Woodards has begun working to coordinate the choir and Mr. Boykin is working to recruit a youth to co-MC the event with him.

Chair Smith also recommended that the committee keep the same program elements as last year and the committee agreed.

There was no update regarding volunteer coordination. Ms. Smith had a question about the role of ushers and who they were. Staff shared the groups that have ushered at the event in the past. Staff said they would reach out to the committee members assigned to that area.

Mr. Smith provided an update from the sponsorship subcommittee. He said getting sponsorships is not going as well as hoped because the committee missed the mark in terms of timing. He said many organizations already have their budgets set for 2013/2014. He noted, however, that the committee should be well positioned for the 2015 event. Mr. Smith shared all the contacts he has made so far.

Mr. Painter shared that he was in discussions with the Greater Tacoma Community Foundation about the possibility of setting up a designated fund for the committee. Staff said legal was reviewing the proposal and expected an answer back by the end of the week.

Mr. Painter said the committee's goal is to raise \$14,000 in sponsorships. They are not near that yet, but they are working on it, he said.

There was discussion by the committee about the possibility of hosting donor parties in the future.

### **Agenda Item**

#### **Topics for Next Meeting**

Chair Smith asked for a summary of topics that had already been discussed for the next meeting. Staff said the committee had mentioned selecting technology vendors and continuing key planning area updates.

Chair Smith requested that bylaws also be on the next meeting agenda. She recommended that staff work to present something, as opposed to waiting for the committee to act on the item. Mr. Painter moved to have staff propose committee bylaws and the motion passed. Staff said they would provide some bylaws drafts by the next meeting and seek feedback and then bring back a proposal to the first meeting in December.

Staff also shared that they had provided the names of members of the former Citizens Recognitions Committee to all current committee members. Mr. Smith said he had already contacted an individual and would continue to follow-up with them.

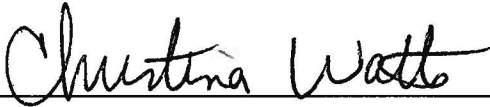
Mr. Smith asked about the feasibility of the City Events and Recognitions Committee having a Facebook page. There was discussion about how to prevent it from being tied to personal accounts and about the amount of work it would take to gather followers and manage the page. Staff said they would ask the Media and Communications Officer for their input and any advice.

### **Adjournment**

The meeting was adjourned at 7:18.



Roslyn Smith, Chair



Christina Watts, Management Fellow, City Manager's Office