



City Events and Recognitions Committee

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

January 12, 2015

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

Committee Members Present: Roslyn Smith, Valentine Smith, Erin Lee, Deirdre Evans, and Betty Popenuck
Staff Present: Christina Watts and Kala Dralle

Agenda Item

Approval of the minutes from November 24, 2014

Chair Smith introduced the item. The Committee passed the item as amended.

Agenda Item

January 19th Event Schedule

Chair Smith introduced the item and called on staff. Staff said included in the committee's packet was a proposed schedule for January 19, 2015. Committee members are requested to arrive at 7:00 a.m. The Choir is scheduled to arrive at 7:30 a.m. and remaining performers at 8:00 a.m. A dress rehearsal is scheduled for 8:30 a.m. and booth and volunteers will begin arriving at 9:00 a.m. Doors open to the public at 10:00 a.m. and the event begins at 11:00 a.m.

The Chair asked if the committee had any questions. There were no questions. Staff added that the committee members would be able to park in the F-lot of the Convention Center and a parking pass was included in their packets.

Agenda Item

2015 Event Roles

Chair Smith introduced the item and called on staff. Staff directed the committee members to a table in the packet that outlined everyone's role on the day of the event. Chair Smith would lead the dress rehearsal with the assistance of Ms. Popenuck and staff. Ms. Popenuck would also be the Green Room Runner on the day of the event. Ms. Evans will be the food drive point person. Ms. Lee will lead the volunteer fair and Vice Chair Smith will lead all other booths/displays. Chair Smith will be the lead inside the Exhibit Hall and Vice Chair Smith will be the lead outside the Exhibit Hall.

Staff also shared that additional staff and volunteers have been recruited for volunteer coordination and specifically to oversee the dignitary registration table. The Chair asked if the committee had any questions. There were no questions.

Agenda Item

MLK Early Entry Lists

Chair Smith introduced the item and called on staff. Staff said that like last year, all individuals who need to enter the building before the public at 10:00 a.m. need to be on an approved early entry list. Staff prepared a tracker that showed all information to date and noted that only a few groups had missing names. The committee reviewed the missing information. Chair Smith said she would follow-up with the choir and the anthem singers. Vice Chair Smith said he would follow-up with the missing info for the displays and booths.

Agenda Item

2015 MLK Planning Updates

Chair Smith introduced the item and called on staff. Staff said a number of items were included in the committee's packet for their review. There was a proposed floor plan and the event program. Staff explained that display tables in the lobby were arranged based upon whether they were a sponsor and whether they were part of the volunteer fair or purely informational. The Chair asked if the committee had any questions. There were no questions.

Staff also shared with the committee that interested members could walk-through the event space on January 18th beginning at 2 p.m. There was discussion about whether there would be work to do. Staff said committee members could help set-up the reserved seating signs and do the floor marking for the ushers. Vice Chair Smith, Ms. Popenuck, and Ms. Lee indicated they would attend.

Chair Smith said she received a notification that Pierce County was reviewing their MLK resolution on Tuesday, January 12 at 3:00 pm., but she was unable to attend. She said she was also unable to attend the City Council Meeting at 5:00 to accept the City's MLK proclamation. Vice Chair Smith said he could accept the proclamation at 5:00 p.m. No committee members said they could attend the County Council. Staff said they would follow-up with the County Clerk to see if attendance was necessary.

Staff shared that Home Depot has requested to be a late sponsor of the event at the \$2,000 level. Staff are still working to get the donation finalized and are having some difficulty working with their representative firm, but it is in process.

Staff also said that the Convention Center has expressed concern again about there being room for the Choir shell. Staff also said if the choir is as big as projected, there may need to be some additional thought about where they will all stand and sit. Chair Smith said she strongly feels the shells are necessary for sound. Staff said the shells will be delivered. Once the set-up of the stage and projection screens is completed, the Convention Center will assess whether there is room for the shell. Staff said they made clear that the committee's preference is to have the shell.

Staff asked if the Chair was planning to attend a choir rehearsal. Staff said it was important to share some logistical information with the Choir members and to impress the importance of arriving on-time. Chair Smith said she would attend.

Agenda Item

Other Items

Vice Chair Smith reminded the committee that Hello, Cupcake agreed to donate some cupcakes to the green room in support of the MLK event. Someone will need to go pick them up on the 19th and parking can be difficult. Ms. Dralle said that would be an item she could assist with.

Ms. Evans said this would be her last committee meeting. She said with her new job, she is spending a lot of time in California and will need to resign from the committee. She said she will be in town until the MLK event. Staff said that recruitment for the CERC is currently ongoing.

Staff also reminded the committee that once the MLK event is complete, discussions will begin about how to begin transitioning the committee to new staff support. In addition to changing staff, the City Manager's Office wants to have a discussion about the role of the committee and how to work toward better achieving the envisioned committee's purpose.

Agenda Item

Topics for Upcoming Meetings

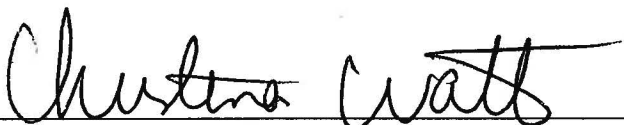
Chair Smith said the next meeting will be January 26th. Staff said proposed agenda topics included and MLK Debrief, City of Destiny Timeline Review, and possible CERC recruitment discussion.

Adjournment

The meeting was adjourned at 6:40 p.m.



Roslyn Smith, Chair



Christina Watts, Management Fellow, City Manager's Office

