



CITY OF LAUREL, MARYLAND
JUNETEENTH EXECUTIVE PLANNING COMMITTEE

JUNETEENTH COMMITTEE MEETING
Thursday, April 11, 2024
TIME: 6PM EDT
VIRTUAL MEETING VIA ZOOM
MEETING MINUTES

1. Roll Call: Present were Alvin Upton, Sandra Choute, Troy Griffith, Kyla Clark, Umimi Modeste and Carolyn Edwards

2. Reading of the March Minutes

In the interest of time, it was decided that the minutes would not be read, but the committee members were given the opportunity to object or add to the agenda. There were no objections or additions.

3. Adoption of Agenda

The agenda was adopted.

4. Information for Committee

Ms. Choute read the description of the committee and the rules of committee conduct. (See attached)

If there is anyone whom we've invited to perform that requires a fee, we have to determine if that person or group is already a City of Laurel vendor. If they are, they must be established as a City of Laurel vendor in order to be paid.

Committee Composition: We officially have 10 official members and one volunteer member, but many people have never shown up. Ms. Choute will follow up with Mayor Sydnor to see what we should do about decreasing the size of the committee or recruiting new members. Ms. Clark agreed that this is a good idea. Ms. Modeste will speak to Ms. Celeste Hill, who has been an active volunteer, about officially becoming a committee member.

5. Budget

The budget for the committee for FY 2024, which ends June 30, is \$3000.00. However, there's \$1442.00 remaining in our escrow account from FY 2023. The budget for FY 2025, which ends June 30, 2025, is \$4000.00.

6. Sub Committee Reports

Vendors: Mr. Griffith will send the invitation to all of the prospective vendors tonight. He will stress to the food vendors that they must have a food vendor's license. Ms. Choute will send a copy of the invitation to Carolyn Edwards for Spanish translation.

Program: Ms. Modeste has secured a minister to lead the opening prayer. Ms. Awuro has an African Dance Troupe just waiting to hear about funding. Ms. Hill has a step team from a PGCPSS school. Ms. Modeste will submit the line dance instructor's name to Carolyn Edwards to see if he is already a city vendor. If he isn't, Ms. Modeste will follow Ms. Edwards' instructions to have him set up as one. Ms. Modeste will reach out

to Ms. Awuro to inform her of the money available for the African Dance Troupe.

DJ: Ms. Choute contacted the DJ who is contracted with the City. He is not available. He offered a suggested replacement. Ms. Choute will find out if that person is a City vendor and if they are available.

Other presentations: Various organizations want to be involved in programming, such as the Pan Hellenic Council and Divine Nine chapters. Ms. Choute will follow up with them.

Questions: Mr. Upton asked what role he could play. He will pick up the games when Ms. Choute lets him know the appropriate date and time.

Mr. Griffith asked: How do we promote the event on social media and how do we get the flyer on the electronic signs around Laurel? Carolyn Edwards will make sure the flyer is given to the appropriate person at the City of Laurel.

7. Next meeting/Steps:

April 22, 2024 at 6pm EST via Zoom. Carolyn Edwards will send the meeting invitation with the Zoom link.

8. Adjournment:

There being no further business, the meeting was adjourned at precisely 6:49pm.

Respectfully submitted by:

R. Umami Modeste
Secretary

Rules and Protocol for City of Laurel Juneteenth Committee
(copied and pasted from an email sent to the Committee from Carolyn Edwards)

1. The clerk's office, Sara Green and I, must be aware of all scheduled meetings because we have to post them to the City of Laurel Website as public meetings with agendas at least 1 week prior to the meeting. (with the agenda)
2. Minutes of the meetings should be an agenda item that the Committee votes on to approve (not just read). Afterward, we will post the meeting minutes once I receive them from Ummi. With that being said, Ummi, please use the City of Laurel Letterhead so that when viewed by the public, it is in the same format as all other meeting minutes.
3. Please be advised that the City of Laurel has their own vendors for special events that are accessible to you. Please reach out to me when you need to purchase items or obtain services. Because you are using city funding, it is required that we keep track of the funding within our Department of Budget and Personnel Services (BAPS). This includes Banners, Flyers, DJs, Photographers,.
4. It will take time, but there is a process for city events. When you submit the "Parade and Public Assembly Permit" to Joanne Carrillo in the Parks and Recreation department. (I believe this may have been done already) She will then contact all the necessary departments that need to be involved. i.e. police, parks and recs, Fire Dept. etc.
5. All flyers, documents, etc. anything that will be pushed out to the public by the Committee must be sent to me for review and approval prior to being disseminated to the public.
6. I saw something about an application being translated to Spanish, please send items that need to be translated to me and we will have someone within the City do that so that it's uniform dialogue with other bilingual documents we have.
7. Communication via email: Please keep in mind that you cannot vote on anything via email; its against the "Open Meeting Act". All votes/decisions have to be done within a meeting format and the majority of your committee members must be present.(quorum) According to our records you currently have 10 members: Sandra Choute (Chair), Angie O'Neal, Joyce Awuro, Michael Leszcz, Jahbria Smith-Whitehead, Troy Griffith, Rhea Ummi Modeste, Alvin Upton, Councilwoman Kyla Clark (ex-officio) and Councilman Jeffrey Mills (ex-officio). So at least 6 must be present to vote or even have it considered an official meeting.