



**CITY OF LAUREL, MARYLAND  
PRIDE DAY CELEBRATION PLANNING  
COMMITTEE**

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Councilman James Kole, Chair  
Dana Cunningham  
Amy Dunham  
Nicole Gore  
Michelle Keating  
Amy Knox  
Alvin K. Smith, Jr.

**PRIDE DAY CELEBRATION PLANNING COMMITTEE**

**TUESDAY, SEPTEMBER 3, 2024**

**6:00 PM**

**VIRTUAL MEETING**

**MEETING MINUTES**

The meeting convened virtually at approximately 6:00 pm. The roll was called with Council President James Kole, Chair, Amy Dunham, Michelle Keating, and Alvin Smith, present. City Staff present was Carolyn Edwards, Administrative Assistant to the City Clerk. There was one (1) member of the public in attendance.

Agenda Item No. 2 Approval of Minutes for May 16, 2024, July 2, 2024, and July 15, 2024. Chairman Kole asked if everyone had a chance to review the minutes and if any adjustments were needed. No adjustments were needed for any/all minutes, therefore Michelle Keating made a motion to accept all meeting minutes, Amy Dunham seconded the motion. All agreed.

Agenda Item No.3 was the Community and Culture Day participation discussion. Chairman Kole stated that the Committee could only participate if enough volunteers were available to man the table. Amy Dunham volunteered to sit at the table for the entire time (12 – 3pm). Chairman Kole stated he would assist with the set-up and clean up on that day; and he would confirm participation with Dvina St. Peter, the Multi-Cultural Day Event Planner, from the City of Laurel. It was decided that they would supply information at this event regarding the upcoming Pride Celebration in October. The tent would only be utilized if weather demanded the need.

Agenda Item No. 4 Fundraising Update. Carolyn Edwards reviewed the Pride Escrow Fundraising Report for the 2024 Calendar Year which stated that as of August 27, 2024, the total funding in the escrow account was \$13,255.88. The next fundraiser “Drag Bingo” was scheduled for Friday, September 13, 2024, at 7:00pm at Partnership Hall.

Advertisement Update: Dana Cunningham reported via email that she had the events circulating social media as events and used the budget to run them as ads. \$50 for Bingo and \$80 for Pride Day. There were only sixty (60) people interested in the event. Chairman Kole asked everyone to push registration for the event. Prizes for the event were needed. The Committee had baskets, some vendor gift certificates, and Chairman Kole would discuss a donation with Chidos (gift card). The main goal was to get prizes in the price range of \$30 or more since the tickets are \$30.

Entertainment Update: Chairman Kole mentioned that the check requests have been submitted for the entertainment for the Drag Bingo and that the sound system at the venue does allow the use of laptops. Chairman Kole asked the staff to make sure that the upstairs bathrooms at Partnership be properly prepared for the performers to use. Amy Dunham suggested that tables needed to be set up between 5:30 and 6:00pm for the entertainment.

Agenda No. 5 Vendor Update and Agenda No. 6. Sponsors. Amy Dunham reported that 32 vendors were set up for the Pride Day event. There were three (3) sponsors: Power Home Remodelling, Oaklands Alliance and Kapoo Kids Bounce House. Chairman Kole suggested to include places that assisted with past fundraisers for Pride as sponsors. The full list of sponsors would be displayed on the back of the Pride T-shirts.

Agenda No. 7 Social Media/Advertising was not discussed beyond what was already mentioned above.

Agenda No 8 Merchandise Update Chairman Kole pointed out there were only five (5) weeks until Pride Day and that the Committee needed to decide soon if they wanted to get a new banner. The Committee also needed to decide on a t-shirt color and finalize the vote on the official logo for the t-shirts. Amy Dunham shared her screen with the most updated logo and colour scheme. Chairman Kole asked for a motion on the floor, Michelle Keating motioned to accept the present logo and Amy Dunham seconded the motion. All agreed. The Committee discussed that a quote was needed for the following merchandise: t-shirts with the new logo and sponsors on the back; magnets and bracelets. The team agreed once quotes were received, they would decide on how much would be spent on merchandise at their next meeting.

Agenda No. 9 Decoration Discussion. The Committee discussed using the same decorations as last year and perhaps adding a flag.

Agenda No. 10 DJ Follow-Up. Chairman Kole mentioned that he needed the DJs email to email him footage from previous celebrations. He also informed the Committee that the DJ was asking for a fee of one thousand dollars (\$1,000) which would include the set-up/break down of equipment and him working with the sound crew. It would be a full day for the DJ. Chairman Kole pointed out that this was only one hundred dollars (\$100) more than what they paid the DJ last year and asked if he could get a motion on the floor to approve this payment. Amy Dunham motioned to approve, and Michelle Keating seconded the motion. All agreed.

On a final note, Alvin Smith mentioned that he needed some local talent to fill up the entertainment agenda for the day because a few performers backed out of their commitment. The time he had allotted for entertainment is from 11am to 4pm.

Chairman Kole made the committee aware that the Upper Chesapeake MD Pride Day would be held on October 5, 2024, and thought it would be nice if the Committee went up to support together.

There being no further business, the meeting adjourned at approximately 6:44 pm.

Submitted:  
Carolyn Edwards  
Administrative Assistant  
Clerk's Office

Approved: *September 26, 2024*



Carolyn Edwards, Administrative Assistant  
Clerk's Office

Date: *9/27/2024*



Councilman James Kole, Chair  
Dana Cunningham  
Amy Dunham  
Nicole Gore  
Michelle Keating  
Amy Knox  
Alvin K. Smith, Jr.

## **Pride Day Celebration Planning Committee**

**September 3, 2024**

**6:00 PM**

### **AGENDA**

#### **VIRTUAL ZOOM MEETING**

**Please contact the City Clerk at 301-725-5300 Ext. 2120 or [clerk@laurel.md.us](mailto:clerk@laurel.md.us) to request Zoom Meeting link by 2:00 pm the day of the meeting.**

1. Call to Order
2. Approval of Minutes
  - May 16, 2024
  - July 2, 2024
  - July 15, 2024
3. Community and Culture Day Discussion
4. Fundraising Update
  - Drag Bingo
5. Vendor Update
6. Sponsor Update
7. Social Media/Advertising
8. Merchandise Update
9. Decoration Discussion
10. DJ Follow-Up
11. Adjourn

Pride Day Celebration Planning Committee

Attendance/Voting Record

Tuesday, September 3, 2024  
6:00 PM

Virtual- Zoom Meeting

Start Time: 6:00pm End Time: 6:44pm Public In Attendance: 0

Attendance/Roll Call

   x    Dana Cunningham             Amy Dunham    x    Nicole Gore

         Michelle Keating    x    Amy Knox          Alvin Smith

         Chairman James Kole (Council President)

Minutes of May 16, 2024 July 2, 2024; July 15, 2024

   absent Dana Cunningham             2nd Amy Dunham    absent    Nicole Gore

   1st    Michelle Keating    absent    Amy Knox          Alvin Smith

         Chairman James Kole (Council President)

**Vote To Accept New Logo**

absent Dana Cunningham      2nd Amy Dunham      absent Nicole Gore

1st Michelle Keating      absent Amy Knox      ✓ Alvin Smith

✓ Chairman James Kole (Council President)

**Vote to Accept and Pay DJ Fee**

absent Dana Cunningham      1st Amy Dunham      absent Nicole Gore

2nd Michelle Keating      absent Amy Knox      ✓ Alvin Smith

✓ Chairman James Kole (Council President)

**Pride Escrow/Fundraising**  
**Calendar Year 2024 (as of August 27, 2024)**

**Fundraiser Proceeds**

<b>Fundraiser</b>	<b>Amount</b>
May Drag Brunch	\$1,046.00
May Drag Brunch- Clover Receipts	\$393.55
Main Street Festival Clover Receipts	\$230.25
July 23 <sup>rd</sup> - Olivers Event	\$150.00
July 23 <sup>rd</sup> Olivers Event	\$165.00
Designer Bag Bingo and Drag Brunch	\$2,595.00
<b>Total as of August 27, 2024</b>	<b>\$4,579.80</b>

**Misc. Revenue**

April- Oseh Shalom	\$990.12
June 7th Misc. Receipts	\$340.00
Misc. Receipts	\$156.95
July 18th Pride Vendor Payments	\$200.00
<b>Total as of August 27, 2024</b>	<b>\$1,687.07</b>

**Total Escrow Account Balance as of August 27, 2024: \$13,255.88**