District of Columbia Commission on the Martin Luther King, Jr. Holiday
Meeting Minutes
200 I Street SE
Washington, DC 20003
February 5, 2014

Participants:
Commission Members: Cynthia Brock-Smith, Chairman, Denise Rolark Barnes, Earl Fowlkes, Charles Hicks, Aaron Jones, Douglass Sloan. Ex Officio Members: Jamila Felton, Clarence Fluker, Crispus Gordon, Burnell Holland, Dexter Nutall, Lionell Thomas

Guests: John Cheek, Office of Boards & Commissions; Mark Long, Johns Hopkins University; Lee Brian Reba, University of the District of Columbia

Staff: Aretha Ferrell-Benavides and Sharon Anderson, Office of the Secretary

General Discussion: Chairman Secretary Brock-Smith called the meeting to order at 1:16 PM and noted that a quorum was present. She recognized two pending Commission members in attendance: Mark Long and Lee Brian Reba.

Review Minutes – January 13, 2014

- Minutes from the January 13, 2014 meeting were reviewed.
- The spelling of Jamila Felton's name was corrected and Crispus Gordon was added as in attendance.
- Minutes were approved as corrected.

Open Meetings Compliance Presentation

- Chairman Brock-Smith reviewed the PowerPoint Presentation from the Office of Boards & Commissions regarding Open Meetings Compliance.
- All Commission meetings are open and public notice must be given. This does not include committee and subcommittee meetings.
- Minutes of the Commission's meetings and the meeting schedule must be available to the public.
- Staff will work on how best to host the minutes, meeting agendas, etc.
- The Commission was informed that today's meeting along with the meeting schedule for the rest of the year was published in the January 31st *DC Register*.
- The Commission will have a later discussion about donations and gifts to the District government.

Commission Committees

- Four proposed committees were discussed: Program Planning, Education, Development, and Communications. Lionell Thomas will chair the Program Planning Committee.
- Commission members identified the committees on which they want to serve.
- Members of the general public can serve on committees; commission members were asked to identify members of the public who could contribute to the committees.
- Program Planning Committee will identify potential activities for the Commission to take the lead on and to support. Key dates for the year will be identified so that the Commission will have a calendar and all of the committees can coordinate their efforts based on this schedule. The Committee will meet the week of February 10.
- Education Committee will identify important dates to celebrate the legacy and contributions of Dr. King.
- Development Committee will need to raise funds since the Commission does not have a current appropriation. Lee Brain Reba will review his files about previous funders and supporters. Before soliciting supporters, a structure needs to be established for officially receiving financial support; Deputy Secretary Aretha Ferrell-Benavides will work with the Commission and the Office of Partnership and Grant Services on donation agreements.
- Communications Committee will prepare promotional materials and conduct outreach.

Black History Month

- Concern expressed that the first event of the Commission needs to be well-planned and well-advertised.
- The Commission discussed upcoming events where they can be significantly engaged. For example, this year will mark the 40th anniversary of the Home Rule Act.
- The first priority is to establish the Commission's public presence via the web and other channels.
- Information was shared about various Black History Month activities being held.

Meeting Schedule for 2014

The Commission agreed to monthly meetings on the first Wednesday of the month at 1:00 PM.

Next Meeting

The Commission will meet Wednesday, March 5, 2014 at 1:00 PM. It will be held at the Commission on Arts and Humanities, 200 I Street, SE, Washington, DC 20003. The agenda will include a report from the Program Planning Committee and a discussion about donation agreements.

The meeting adjourned at 2:27 PM.

Minutes approved: March 5, 2014