



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

**Participants:**

Commission Members: Cynthia Brock-Smith, Chairman, Denise Rolark Barnes, Earl Fowlkes, Douglass Sloan, Judith Terra. Ex Officio Members: Jamila Felton, Clarence Fluker, Crispus Gordon, Burnell Holland, Monica Palacio, Lionell Thomas

Guests: Lee Brian Reba, University of the District of Columbia (pending Commission member)

Staff: Sharon Anderson, Office of the Secretary

**General Discussion:**

- Chairman Secretary Brock-Smith called the meeting to order at 1:07 PM and noted that a quorum was present.
- She noted that Mark Long and Lee Brian Reba would be sworn-in on Friday as Commission members.

**Review Minutes – February 5, 2014**

- Minutes from the February 5, 2014 meeting were reviewed and approved.

**Program Planning Committee Report; Lionell Thomas, Chair**

- The Program Planning Committee met by conference call on February 11, 2014.
- The purpose of the committee is to establish recommendations for proposed activities to celebrate the legacy of Martin Luther King, Jr.
- The committee wants to be deliberate about establishing the Commission's identity and to provide direction on the Commission's branding efforts as activities are proposed and implemented.
- The committee identified significant historical dates related to Dr. King's legacy: January 15 – his birthday; April 4 – date of his assassination; August 28 – March on Washington; October 14 – awarding of Nobel Peace Prize.
- To allow for sufficient planning, fund raising, and event preparation, the committee recommends focusing on August 28<sup>th</sup> and October 14<sup>th</sup>.
- Mr. Lee Brian Reba researched previous funders and shared that information with the committee.
- Action Item: Ms. Rolark Barnes will get additional details about a vigil being planned to mark Dr. King's assassination.

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### **Meeting Minutes**

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- Action Item: Ensure that the Commission has a web presence using the Office of the Secretary web page and establishing a Facebook and Twitter presence. Commissioner Monica Palacio recommended her office's Public Information Officer as a resource to launch this effort.
- Action Item: The Program Planning Committee and Communications Committee will hold a joint meeting later this month to further discuss ideas for the August 28<sup>th</sup> event.

### **Update on Commission Committees**

- Chairman Cynthia Brock-Smith provided a handout describing the four committees and identifying the committee assignments requested by Commission members. Additional committee assignments were made.
- Proposed chairmen have been identified for each committee; those designated were asked to confirm by March 6 their willingness to accept their appointments as chairmen.
- Commissioners were reminded that non-Commission members can volunteer to serve on a committee and support its efforts.
- Action Item: Committees will coordinate their efforts as needed.

### **Donation Agreement Process**

- Chairman Brock-Smith gave a brief overview of the District's donation agreement process. It will be coordinated with the DC Office of Partnerships and Grant Services.
- Action Item: Commission members agreed that any offer of assistance (financial or in-kind) should first be routed to the chairman of the Development Committee.

### **New Business**

- Commission members highlighted need to focus on whether any planned activities will require government agency overtime and whether a request should be made to seek seed funding to support the Commission's work.

### **Next Meeting**

The Commission will meet Wednesday, April 2, 2014, 1:00 PM at the office of the Commission on the Arts and Humanities, 200 I Street, SE, Washington, DC 20003.

The meeting adjourned at 2:11 PM.

**Approved: April 2, 2014**