



## AGENDA

### City Events and Recognitions Committee (CERC)

**Date:** Wednesday, April 17, 2024  
**Time:** 4:00-5:30 pm  
**Location:** Virtual and in-person (see below)

## MEMBERS

Jessica Johnston, Chair  
Alex Domine, Vice Chair  
Keoni Ho  
Cecily Croskey  
Karen Sudderth  
Tim Fairley  
Jill Sparks  
Jacob Tice  
Kirsten Putman

The City Events and Recognitions Committee is administered by the City of Tacoma's Tacoma Venues & Events department.

## STAFF

Ashley Young, *Community Events Coordinator*  
Tammi Bryant, *Asst Director, Tacoma Venues & Events*  
Jerrold Anonuevo, *Marketing Coordinators*  
Jasmine Cawley, *Marketing Coordinator*  
DeMeShee Pye, *Community Impact Coordinator*  
Hilary Brenner, *Marketing Director*

---

## INFORMATION ABOUT VIRTUAL AND IN-PERSON MEETINGS

**Virtual attendance:** The meeting can be attended at <https://us02web.zoom.us/j/83862217228>, or by dialing (253) 215-8782 and entering the webinar ID 838 6221 7228 when prompted. A passcode should not be required. Microphones will be muted, and cameras turned off for all meeting attendees, except for City Events and Recognitions Committee members and presenters.

**In-person attendance:** The meeting can be attended at the Tacoma Municipal Building, 747 Market Street, Room 248.

**Public comment:** The public may give oral comments related to agenda items at the beginning of the meeting. Speakers will have anywhere from 90 seconds to three minutes to provide comment, depending on the available time on the agenda. Or, the public may submit general comments in writing by 4:00 PM on the Wednesday of the meeting. Written comments should be emailed and include "CERC Meeting, July 19, 2023 2023" in the subject line.

**Bus Routes & Bike Parking:** Here's some potential language: The Tacoma Municipal Building is served by Pierce Transit bus routes 1, 2, 11, 16, 45, and 57. Visit [www.triplanner.piercetransit.org](http://www.triplanner.piercetransit.org) to find your route. The Tacoma Municipal Building also has bike racks at the Market Street and St. Helens Ave entrances. Visit [www.cityoftacoma.org/mobility](http://www.cityoftacoma.org/mobility) for a map of Tacoma bikeways.

---

### 1. Call to Order

Land acknowledgement

Chair Johnston

4:00 pm





**10. Items for Future Agendas**

**Staff- Ashley Young**

**5:20 pm**

**11. Adjourn**

**Chair Johnston**

**5:30 pm**

---

**MEETING FREQUENCY**

Every Third Wednesday of every month at 4:00pm, at the Tacoma Municipal Building (747 Market St.), room 248, and on Zoom. All meetings of the City Events and Recognition Committee are open to the public.

---



To request this information in an alternative format or to request a reasonable accommodation, please contact Tacoma Venues & Events staff at [communityevents@cityoftacoma.org](mailto:communityevents@cityoftacoma.org). TTY or speech to speech users please dial (253) 581-5820 to connect with Washington Relay Services.



## AGENDA

### City Events and Recognitions Committee (CERC)

**Date:** Wednesday, March 20, 2024  
**Time:** 4:00-5:30 pm  
**Location:** Virtual and in-person (see below)

## MEMBERS

Jessica Johnston, Chair  
Alex Domine, Vice Chair  
Keoni Ho  
Karen Sudderth  
Tim Fairley  
Jill Sparks  
Jacob Tice  
Kirsten Putman  
Cecily Croskey

The City Events and Recognitions Committee is administered by the City of Tacoma's Tacoma Venues & Events department.

## STAFF

Ashley Young, *Community Events Coordinator*  
Jerrold Anonuevo, *Marketing Coordinator*  
Jasmine Cawley, *Marketing Coordinator*  
Tammi Bryant, *Asst Director, Tacoma Venues & Events*  
Adam Cook, *Director, Tacoma Venues & Event*

---

## INFORMATION ABOUT VIRTUAL AND IN-PERSON MEETINGS

**Virtual attendance:** The meeting can be attended at <https://us02web.zoom.us/j/83862217228>, or by dialing (253) 215-8782 and entering the webinar ID 838 6221 7228 when prompted. A passcode should not be required. Microphones will be muted, and cameras turned off for all meeting attendees, except for City Events and Recognitions Committee members and presenters.

**In-person attendance:** The meeting can be attended at the Tacoma Municipal Building, 747 Market Street, Room 248.

**Public comment:** The public may give oral comments related to agenda items at the beginning of the meeting. Speakers will have anywhere from 90 seconds to three minutes to provide comment, depending on the available time on the agenda. Or, the public may submit general comments in writing by 4:00 PM on the Wednesday of the meeting. Written comments should be emailed and include "CERC Meeting, July 19, 2023 2023" in the subject line.

**Bus Routes & Bike Parking:** Here's some potential language: The Tacoma Municipal Building is served by Pierce Transit bus routes 1, 2, 11, 16, 45, and 57. Visit [www.tripplanner.piercetransit.org](http://www.tripplanner.piercetransit.org) to find your route. The Tacoma Municipal Building also has bike racks at the Market Street and St. Helens Ave entrances. Visit [www.cityoftacoma.org/mobility](http://www.cityoftacoma.org/mobility) for a map of Tacoma bikeways.

---

- |   |                                   |                |
|---|-----------------------------------|----------------|
| <b>1. Call to Order</b>   | <b>Chair Johnston</b>             | <b>4:00 pm</b> |
| Land acknowledgement  |                                   |                |
| “I would like to acknowledge that we rest on the traditional homelands of the Puyallup people, where they make their homes and speak the Lushootseed (luh-shoot-seed) language.”  |                                   |                |
| <b>2. Warm-up / Check-ins</b>   | <b>Chair Johnston</b>             | <b>4:05 pm</b> |
| <b>3. Approve Minutes</b>   | <b>Vice Chair Domine</b>          | <b>4:15 pm</b> |
| First: Tim  |                                   |                |
| Second: Jessica   |                                   |                |
| Motion: Carries   |                                   |                |
| <b>4. Consent Agenda</b>  | <b>Vice Chair Domine</b>          | <b>4:15 pm</b> |
| First: Jessica  |                                   |                |
| Second: Tim   |                                   |                |
| Motion: Carries   |                                   |                |
| <b>5. Public Comment on Agenda Items</b>  | <b>Chair Johnston / Attendees</b> | <b>4:20 pm</b> |
| When commenting, please address the chair, and restrict comments to 3 minutes each.   |                                   |                |
| Zoom link for public attendees: <a href="https://us02web.zoom.us/j/83862217228">https://us02web.zoom.us/j/83862217228</a>   |                                   |                |
| Call in by phone: 253-215-8782  |                                   |                |
| <b>6. Staff Updates</b>   | <b>City of Tacoma Staff</b>       | <b>4:30 pm</b> |
| <ul style="list-style-type: none"> <li>● <b>Marketing Update- Jerrol Anonuevo</b> <ul style="list-style-type: none"> <li>○ CERC Recruitment- Please share</li> <li>○ Intern- been working on CERC materials such as the one sheet of the funded events calendar.</li> </ul> </li> <li>● <b>City of Tacoma Event Designations- Adam Cook</b> <ul style="list-style-type: none"> <li>○ City of Tacoma Event Services Program: There will be two event designations for Event Services, Citywide and City of Tacoma Sponsored. CERC will use the events funding application to determine eligibility. Once a list of eligible events are selected the list will go to the City Managers Office for approval.</li> <li>○ Additional details can be found: <a href="https://www.tacomavenues.org/city-event-services-program">https://www.tacomavenues.org/city-event-services-program</a></li> </ul> </li> <li>● <b>CBC Orientation</b> <ul style="list-style-type: none"> <li>○ May 17<sup>th</sup> at 5 pm Council Chambers</li> <li>○ More information coming, but all committee members will need to take the orientation.</li> </ul> </li> </ul> |                                   |                |

## **7. Sub-Committee Updates**

**Chair Johnston**

**4:45 pm**

- City of Destiny Updates- Chair Johnston
  - Received 19 applications for CODA and will be using MLK
  - Jessica will be the Emcee and Andrea Rae will be the co-emcee
  - Council Member Daniels would like to have an award with the idea of them being made in Tacoma. Someone who has made a significant impact in the community with a large presence. She is considering Isiah Thomas as a candidate for this year. The subcommittee would like the council to decide who the recipient is. Staff will talk about restrictions with the City Manager's Office and see what the process and legalities of it are.

## **8. Meeting Discussions**

**City of Tacoma Staff & CERC Members**

**5:00 pm**

- Sub-Committee Definitions
  - MLK- Members organize, plan and budget, approve nominations for MLK
  - City of Destiny- Members organize, plan and budget, approve nominations for CODA
  - Events Funding- Administers and coordination's the process for events funding to make recommendations and now city event services
  - Community Engagement- to represent the CERC funded and community events
- Assigning Subcommittee Chairs
  - MLK- Cecily Croskey
  - CODA- Kirsten Putnam
  - Events Funding- Jacob Tice
  - Community Engagement- Tim
  - Consider a chair meeting to occur for active sub-committees
- New Member Recruitment Criteria
  - Understand the time and engagement and the extra opportunities that they may participate in
  - Desire to want to be people lifted and highlighted in Tacoma
  - Minimum requirements of subcommittees
  - Having an open mind Understand a diverse culture
  - Equity and diversity and experience working with the BIPOC community
- Community Engagement Survey Questions
  - Funding- What they think of the ease of the application process and if it was clear, how did you hear about the funding program
  - MLK/CODA- hear what the attendees have to say about the performers, what performers would you like to see here, is the pace of the show flow well, how they found out about the event, open to invite and conversations, add 1-3 questions on the program itself.
    - Outreach fair questions to the booths participating in the fair.

- Community Engagement- what event are you attending, how did you hear about it, what activities did you enjoy, did you find this event affordable, did you think there was representation
- Make the survey 10 questions
- Opt in to newsletter (MailChimp)
- Add demographic questions?
- The committee would like to see overall data after to inform decisions

**9. New Business** **Chair Johnston** **5:00 pm**

- Can there be a special award that is sponsored by a company?
  - Maybe it would be an award that was designed for the sponsoring company
  - Any sponsorship funding would go into the general fund and not towards the events. TVE would then need to ask to have the funding allocated back to the committee. Staff will look into how exactly the process will work. Could look at alternative ways for sponsorship such as the how the sponsor could pay directly for elements of events like performers or food and beverage.

**10. Items for Future Agendas** **Staff- Ashley Young** **5:20 pm**

- CODA Resource Fair
- Appoint an interim treasurer until the next election cycle

**11. Adjourn** **Chair Johnston** **5:30 pm**

**First: Alex**  
**Second: Jacob**  
**Motion: Carries**

**MEETING FREQUENCY**

Every Third Wednesday of every month at 4:00pm, at the Tacoma Municipal Building (747 Market St.), room 248, and on Zoom. All meetings of the City Events and Recognition Committee are open to the public.



To request this information in an alternative format or to request a reasonable accommodation, please contact Tacoma Venues & Events staff at [communityevents@cityoftacoma.org](mailto:communityevents@cityoftacoma.org). TTY or speech to speech users please dial (253) 581-5820 to connect with Washington Relay Services.