

AGENDA City Events and Recognitions Committee (CERC)

Date: Wednesday, October 18, 2023 Time: 4:00-5:30 pm Location: Virtual and in-person (see below)

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

STAFF

Ashley Young, Community Events Coordinator Jerrol Anonuevo, Marketing Coordinators Jasmine Cawley, Marketing Coordinators Tammi Bryant, Asst Director, Tacoma Venues & Events

INFORMATION ABOUT VIRTUAL AND IN-PERSON MEETINGS

Virtual attendance: The meeting can be attended at <u>https://us02web.zoom.us/j/83862217228</u>, 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.

1. Call to Order

Chair Johnston

4:00pm

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."

Roll Call

MEMBERS

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

2.	Warm-up / Check-ins	Chair Johnston	4:05pm
3.	Approve Minutes	Vice Chair Domine	4:15pm
4.	Consent Agenda	Vice Chair Domine	4:15pm
5.	 Public Comment on Agenda Items Chair Johnston / Attendees When commenting, please address the chair, restrict comments to 3 minutes each. Zoom link for public attendees: <u>https://us02web.zoom.us/j/83862217228</u> Call in by phone: 253-215-8782 		
6.	Staff UpdatesCity of Tacoma Staff-Competitive Funding- Ashley Young/Tammi Bryant-Marketing Update- Jerrol Anonuevo-Sponsors and Vendors Forms- Ashley Young		
7.	Sub-Committee Updates - MLK- Jessica Johnston	Chair Johnston	4:45pm
8.	Meeting Discussions - Special Meetings December and	City of Tacoma Staff & CERC Members January	5:00pm
9.	New Business	Chair Johnston	5:00pm
10. Items for Future Agendas		Staff- Ashley Young	5:20pm
11. Adjourn		Chair Johnston	5:30pm

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 <u>communityevents@cityoftacoma.org</u>. 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, September 20, 2023 Time: 4:00-5:30 pm Location: Virtual and in-person (see below)

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

STAFF

Ashley Young, Community Events Coordinator Jasmine Cawley, Marketing Coordinators Tammi Bryant, Asst Director, Tacoma Venues & Events Hillary Brenner, Marketing Director

MEMBERS

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

NOT PRESENT Cecily Croskey

MEMBERS EXCUSED

1.	•	Chair Johnston e that we rest on the traditional homelands of eir homes and speak the Lushootseed (luh-sh	
	Roll Call		
2.	Warm-up / Check-ins - Committee members checked in	Chair Johnston about events coming up	4:05pm
3.	Approve Minutes Motion: Jessica Second: Karen Motion: Carried	Vice Chair Domine	4:15pm
4.	Consent Agenda Motion: Jessica Second: Tim Motion: Carried	Vice Chair Domine	4:15pm

5. Public Comment on Agenda Items Chair Johnston / Attendees When commenting, please address the chair, restrict comments to 3 minutes each. Zoom link for public attendees: https://us02web.zoom.us/j/83862217228

Call in by phone: 253-215-8782

6. Staff Updates

City of Tacoma Staff

- Competitive Funding- Tammi Bryant and Ashley Young TVE staff is presenting a new policy to the City Manager for a more formal way to receive City Services. This will delay funding applications from opening Tentative Timeline:

- Next week Announce Funding
- 10/5 Open Applications
- 10/3 Q&A sessions
- 11/3 Close sessions
- 11/15 CERC vote funding
- MLK Nominations- Ashley Young Using branding from 2023 and refreshing it 2024 Nominations opening on October 4, closing on November 8
- Marketing Update- Jasmine Crawley
 - https://airtable.com/appWsJDF0aCKalYkg/shr8zyymkNSGvUVwx
 - Please fill out bios

7. Sub-Committee Updates

- MLK Walk-Through at GTCC- Jessica Johnston • Moving from 5th floor to 3rd floor of the Convention Center
 - Brining in Toolbox Laboratories for buttons, ribbons, and crafts for attendees

Chair Johnston

- Suggestion for building blocks with blueprints as props for the video segments
- Carlos from Creative24 and Grit City Magazine would like to do production of video-Production Dates were provided
- B-Roll showing blueprints, construction projects, and voiceover with the Blueprint speech (do we have licensing?)
- Go to various districts and interview, community leader, business owner, young/adult citizen, and council member for that district, at larges, and shoot in front of light rail, ending at Tollefson plaza and record people with blocks
- Looking to pull elements of each district in the segments, homes, businesses, landmarks
- 8. Meeting Discussions City of Tacoma Staff & CERC Members 5:00pm

4:45pm

4:30pm

4:20pm

Adding a line for those who wa	 Sponsorship Guide- Review and approval Adding a line for those who want to donate less than \$253 – Printed on the 				
	program				
Second: Tim	Motion: Alex				
Motion: Carried					
 Thank You Cards Blank ones and printed ones (that look written) 					
- Shirts and Badges					
 Badges, something that can be on a lanyard as well, something the 					
size of a card (wallet size)					
\circ Do the front in a large p	-				
 Hoodies, water wicking 					
9. New Business	Chair Johnston	5:00pm			
10. Items for Future Agendas	Staff- Ashley Young	5:20pm			
Badges /shirts					
Sponsorship letter and card mockup					
December and January special meetings					
11. Adjourn	Chair Johnston	5:30pm			
Motion: Alex					
Second: Keoni					
Motion: Carried					

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