

***These Meetings Minutes are not official until approved by the
Martin Luther King, Jr. Celebration/Juneteenth Celebration
Advisory Committee***

REGULAR MEETING OF THE
MARTIN LUTHER KING JR. CELEBRATION AND
JUNETEENTH CELEBRATION ADVISORY COMMITTEE
CULVER CITY, CALIFORNIA

June 18, 2025
6:30 P.M.

Call to Order and Roll Call

Chair Hearn called the regular meeting of the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee to order at 6:37 P.M. at the Culver City Senior Center.

Present: LaToya Hearn, Chair
Amber Kearney, Vice Chair
Karna Bibbins-McKeever, Member*
Lisa Gordon Cain, Member
Curtis Raynor, Member
Carissa Joy Smith, Member**
Andrew Weiss, Member

*Member Bibbins-McKeever left the meeting at 7:36 P.M.

**Member Smith joined the meeting at 7:26 P.M.

Absent: Christian Green, Member

Staff: Edgar Varela, Special Events Manager
Adam Ferguson, Senior Management Analyst
Dorian Jackson, Associate Analyst

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Pledge of Allegiance

Member Weiss led the Pledge of Allegiance.

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Public Comment for Items NOT On the Agenda

Dorian Jackson, Associate Analyst, reported that no public comment had been received for Items NOT On the Agenda.

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Receipt of Correspondence

Dorian Jackson, Associate Analyst, reported that no correspondence had been received.

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Consent Calendar

Item C-1

**Approval of the Minutes for the Martin Luther King Jr.
Celebration and Juneteenth Celebration Advisory Committee
Meeting of May 21, 2025**

MOVED BY MEMBER WEISS AND SECONDED BY MEMBER RAYNOR THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE APPROVE MINUTES FOR THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE MEETING OF MAY 21, 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BIBBINS-MCKEEVER, CAIN, HEARNS, KEARNEY, RAYNOR,
WEISS
NOES: NONE
ABSENT: GREEN, SMITH

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Order of the Agenda

Item A-3 was considered first, Item A-2 was after Item A-3, Item A-4 was heard after Item A-2, and Item A-1 was heard after Item A-4.

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Action Items

Item A-3
(Out of Sequence)

MLKJCC – Review the Role and Responsibilities of the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee during the Juneteenth Event 2025.

Edgar Varela, Special Events Manager, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding the time commitments for each role; creation of a chart for collected feedback; the post event form sent out to vendors digitally after the event to provide a record; feedback received onsite at the event; information provided to volunteers at the event to help them with their duties; all day parking validation for those working the event; two hour validation for those attending the event; temporary loading areas; the ability for Members to bring another volunteer with them; agreement by Member Bibbins-McKeever to provide a playlist; communication; contact information provided for each person; participation by Senator Smallwood-Cuevas; confirmed speakers; lost and found items; documentation of feedback; the information table; the stamps; tickets; clarification that nothing is scanned for entry; data capture; clarification that the City does not usually do an optional sign in sheet; information available from pre-registrations on Eventbrite;; creation of a dedicated list; advertising to previous attendees; adding an MLKJCAC group to the govdelivery list; legalities to adding people to email lists; allowing people who have not registered through Eventbrite to provide their email addresses; the excellent technical team running the event; the point person and backup person in case of emergency; the property manager; lanyards available for those staffing the event; use of the same table for distribution and collection of passports; the ability for people to take the Metro to the event; number of volunteers for the event; coordination of people who show up; assignment of roles; staff assistance; arrival times for volunteers; and additional time allowed for vendor load-in.

MOVED BY VICE CHAIR KEARNEY AND SECONDED BY MEMBER RAYNOR THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE REVIEW AND APPROVE THE ROLE AND RESPONSIBILITIES OF THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE DURING THE JUNETEENTH EVENT 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BIBBINS-MCKEEVER, CAIN, HEARNS, KEARNEY, RAYNOR,
WEISS
NOES: NONE
ABSENT: GREEN, SMITH

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Item A-2
(Out of Sequence)

MLKJCC - Approval of the Run of Show for the Juneteenth Celebration 2025

Edgar Varela, Special Events Manager, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding clarification that there would not be an emcee; duties shared by Member Bibbins-McKeever and Edgar Varela; logistics for the food; the passport book; the need to participate in order to get the free food; information provided during staff updates; contact information; length of performances and presentations; and number of speakers.

MOVED BY MEMBER BIBBINS-MCKEEVER AND SECONDED BY MEMBER WEISS THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE APPROVE THE RUN OF SHOW FOR THE JUNETEENTH CELEBRATION 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BIBBINS-MCKEEVER, CAIN, HEARNS, KEARNEY, RAYNOR,
WEISS
NOES: NONE
ABSENT: GREEN, SMITH

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Item A-4
(Out of Sequence)

**MLKJCC – Receipt and Filing of Updates from the Members of the
Martin Luther King Jr. Celebration and Juneteenth Celebration
Advisory Committee Ad Hoc Subcommittees**

Member Weiss reported that he and Member Raynor had visited Dulan's on Crenshaw.

Responding to inquiry, Edgar Varela, Special Events Manager, discussed menu items for Dulan's on Crenshaw,

Discussion ensued between staff and Committee Members regarding clarification that food would be prepared the traditional way and the black-eyed peas would not be vegetarian; notation on the menu that would be displayed; coordination of signage; confirmation that Malik's Books would not be able to attend; and volunteers present to read books.

Committee Member Smith joined the meeting.

Additional discussion ensued between staff and Committee Members regarding the number of books available; clarification that the firefighter would not be present; the budget; communication; the process to volunteer; participation agreements to be signed by all volunteers; book giveaways; trivia; identification of the proper mechanism to give books away; the kids' area; ongoing book reading throughout the event; activities; posting a book reading schedule; issuance of dolls; confirmed readers; adding names for guest readers to posting for the event; providing a level of flexibility; and staffing for the kids' area.

Member Bibbins-McKeever exited the meeting at 7:36 P.M.

Further discussion ensued between staff and Committee Members regarding the History and Culture for Juneteenth Ad Hoc Subcommittee; the historical markers; and clarification that there were no updates from the Entertainment and Talent Juneteenth Ad Hoc Subcommittee.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER WEISS THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: RECEIVE AND FILE UPDATES FROM THE MEMBERS OF THE AD HOC SUBCOMMITTEES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CAIN, HEARNS, KEARNEY, RAYNOR, SMITH, WEISS
NOES: NONE
ABSENT: BIBBINS-MCKEEVER, GREEN

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Item A-1

MLKJCC - (1) Drafting of a Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee Biannual Report to the City Council, including Accomplishments During the Period January through June 2025, and an Update on the Upcoming 2025 Plans; and (2) Authorization of Transmittal of the Report to the City Council

Dorian Jackson, Associate Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding adding the proclamation in celebration of Black History Month; a correction to the third bullet point to reflect the February 15 date for the MLK Celebration; a suggestion to add that representatives are ready to participate in Olympics meetings; coordination of meetings with outside committees; adding data around the MLK event; adding adjectives under goals to indicate impact and the intent to grow and expand events; and City Council consideration of the reports at the August 11, 2025 meeting.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER SMITH THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE:

1. DRAFT A MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE BIANNUAL REPORT TO THE CITY COUNCIL, INCLUDING ACCOMPLISHMENTS DURING THE PERIOD JANUARY

THROUGH JUNE 2025, AND AN UPDATE ON THE UPCOMING 2025 PLANS;
AND,

2. AUTHORIZE TRANSMITTAL OF THE REPORT TO THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CAIN, HEARNS, KEARNEY, RAYNOR, SMITH, WEISS
NOES: NONE
ABSENT: BIBBINS-MCKEEVER, GREEN

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Item A-5

**MLKJCC - Receipt and Filing of the Martin Luther King Jr.
Celebration and Juneteenth Celebration Advisory Committee 2025
Meeting Calendar and the Upcoming Agenda Items List, With
Adjustments, If Any**

Discussion ensued between staff and Committee Members regarding upcoming agenda items; date of the next meeting; a suggestion to add introduction of the new Committee Member at the July meeting; a suggestion to add an agenda item regarding High School student engagement for the MLK event on the August agenda; adding the draft MLK date and venue on the July agenda; preliminary subcommittee updates; consideration of adding and dissolving subcommittees in July; staff asked that subcommittee members contact staff with any questions or concerns related to scheduling and staffing for subcommittee meetings, and to provide reports one week before the full Committee meeting; adding an update on the MLK event budget in July; finalization of the MLK event date, venue, and start time on the August agenda; and review of the draft Run of Show in September.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER WEISS THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: RECEIVE AND FILE THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE 2025 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST, WITH ADJUSTMENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CAIN, HEARNS, KEARNEY, RAYNOR, SMITH, WEISS
NOES: NONE
ABSENT: BIBBINS-MCKEEVER, GREEN

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Public Comment - Items NOT On the Agenda (Continued)

Chair Hearns invited public comment.

Dorian Jackson, Associate Analyst, indicated that no requests to speak had been received for Public Comment - Items NOT On the Agenda.

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Items from Members/Staff

Edgar Varela, Special Events Manager, presented Juneteenth event flyers for anyone interested in distributing them and he displayed designs for historical markers.

Discussion ensued between staff and Committee Members regarding the ability to discuss the slides; deletion of the entire Vital Statistics slide; ensuring the slides are uplifting for the celebration; posters; the ability to pull things but not to add items; concern that nothing is included in the slides about the origin of Juneteenth; and consideration of the slides by the History and Culture for Juneteenth Ad Hoc Subcommittee.

MOVED BY CHAIR HEARNS AND SECONDED BY MEMBER SMITH THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: REMOVE THE VITAL STATISTICS SLIDE FROM THE JUNETEENTH CELEBRATION 2025 HISTORY AND CULTURE PRESENTATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CAIN, HEARNS, SMITH, WEISS
NOES: KEARNEY, RAYNOR
ABSENT: BIBBINS-MCKEEVER, GREEN

Additional discussion ensued between staff and Committee Members regarding numbering to ensure the agreed upon order of the slides; the passport; appreciation for the design; concern that there was no actual mention of Juneteenth in the slides; the sample passport; agreement to alert Member Bibbins-McKeever to add in remarks about Opal Lee and the origin of Juneteenth; the explanation of Juneteenth by a speaker included on the Run of Show; the ability to provide a paragraph with the history of Juneteenth; including Member Smith as an orator in the Run of Show; the feeling that the more the Committee is involved, the better the event will be; the goal of the passports to encourage people to engage; use of volunteers; ensuring it is not hard to get stamps; a suggestion to allow people to post photos of the event and tag Culver City to get a stamp; number of vendors and booths; presence of City department booths; appreciation for the passports; the in memoriam video; and the ability to email staff with questions.

Dorian Jackson, Associate Analyst, expressed appreciation for the hard work of the Committee; discussed procedures; strict City rules; the importance of not using personal email that could be subject to public records requests; phone numbers; and items that are part of the public record.

Discussion ensued between staff and Committee Members regarding appreciation for the reminder; a request that staff illustrate how Committee Members can accomplish the overall mission; protocols; the definition of contact information; names listed on the Run of Show; text messages; Committee business discussed in a group chat with more than 4 people as a violation of The Brown Act; messages sent to the full Committee alerting them of being late as a violation of The Brown Act; and The Brown Act presentation scheduled for the July meeting.

Adam Ferguson, Senior Management Analyst, reported that Recreation and Community Services Manager Francisca Castillo was on administrative leave so he would be handling some of her duties in her absence, and he encouraged anyone with questions about the Committee to reach out to him or to Dorian Jackson.

Chair Hearn thanked everyone for their work; expressed appreciation for the work of the subcommittees; thanked people

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for being present at the event and for the City Council
proclamation; and she was looking forward to the event.

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Adjournment

There being no further business, at 8:29 P.M., the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee adjourned to a meeting to be held on July 16, 2025.

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Dorian Jackson
SECRETARY of the Martin Luther King Jr. Celebration and
Juneteenth Celebration Advisory Committee

APPROVED _____

LATOYA HEARNS
CHAIR of the Culver City Martin Luther King Jr. Celebration
and Juneteenth Celebration Advisory Committee
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Jeremy Bocchino
CITY CLERK

Date