

SPECIAL (INAUGURAL) MEETING OF THE  
MARTIN LUTHER KING JR. CELEBRATION  
AND JUNETEENTH CELEBRATION ADVISORY  
COMMITTEE CULVER CITY, CALIFORNIA

July 17, 2024  
6:30 P.M.

**Call to Order and Roll Call**

Adam Ferguson, Senior Management Analyst called the special (inaugural) meeting of the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee to order at 6:30

P.M. at the Culver City Senior Center.

Present: Lisa Gordon Cain, Member  
David Duval, Member LaToya  
Hearns, Member Amber Kearney,  
Member Curtis Raynor, Member  
Carissa Joy Smith, Member\*  
Andrew Weiss, Member

\*Member Smith arrived at 6:52 P.M.

Absent: Karena Bibbins-Mcееver, Member  
: Christian Green, Member

Staff: Ted Stevens, Parks, Recreation and Community  
Services (PRCS) Director  
Edgar Varela, Special Events Manager  
Adam Ferguson, PRCS Senior Management Analyst  
Dorian Jackson, Recreation and Community Services  
Associate Analyst  
Melanie Morales, Recreation and Community  
Services Coordinator

### **Pledge of Allegiance**

Adam Ferguson, Senior Management Analyst, led the Pledge of Allegiance.

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### **Items from Members and Staff**

Staff and Committee Members introduced themselves and discussed their duties or background and experience.

Adam Ferguson, Senior Management Analyst, indicated that Recreation and Community Services Manager, Francisca Castillo was on vacation but would be joining remotely and working with the Committee in the future.

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### **Public Comment for Items NOT On the Agenda**

Adam Ferguson, Senior Management Analyst, reported that no public comment had been received for Items NOT On the Agenda.

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### **Presentations**

#### **Presentation from Adam Ferguson, Senior Management Analyst, Regarding the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee Bylaws, The Brown Act, and Rules of Order**

Adam Ferguson, Senior Management Analyst, received clarification on Member experience serving on City-appointed Committees; provided a presentation on Committee Bylaws, and The Brown Act; he discussed procedures; making recommendations to the City Council; providing updates to the City Council; the required bi-annual report; meeting basics; attendance; the regular meeting schedule agreed upon by the Committee; training; keeping the line clean between Members' personal employment and the government body; meeting policy; duties of the Chair and Vice Chair; regular meetings vs. special meetings; meeting agenda; quorum; procedures for placing an

item on an agenda; use of Culver City email; saving conversations for the meetings; serial meetings; and ensuring that a quorum is not achieved outside of a meeting.

Discussion ensued between staff and Committee Members regarding the ability of a few Members to gather and discuss; concern with creating a Daisy Chain affect; ensuring that Committee items are not discussed; and ad hoc subcommittees.

Member Smith joined the meeting.

Adam Ferguson, Senior Management Analyst, discussed Rules of Order; order of the agenda; agenda items; public comment; Member comments; staff reports; motions; voting; and he encouraged anyone with questions to reach out to him.

Additional discussion ensued between staff and Committee Members regarding clarification that in order to be able to participate in a meeting, Members must be present in person; the ability of Members to attend a meeting via Webex, but not to participate as a Member; time limits for public speaking; using Culver City email for Committee business; public records requests; requests tied to Culver City email; phishing; and meeting location.

Adam Ferguson, Senior Management Analyst, provided clarification on general agenda items and procedures for moving through the meeting agenda.

Further discussion ensued between staff and Committee Members regarding when it is appropriate to add an item to a future agenda.

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#### **Receipt of Correspondence**

Adam Ferguson, Senior Management Analyst, reported that no correspondence had been received and, responding to inquiry, he explained types of correspondence generally received.

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### **Consent Calendar**

Adam Ferguson, Senior Management Analyst, explained general procedures for handling Consent Calendar items.

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### **Order of the Agenda**

Adam Ferguson, Senior Management Analyst, reported a request to move Item A-4 forward on the agenda and Committee consensus was achieved from Members Kearney, Raynor, and Smith to move consideration of Item A-4 before consideration of Item A-3.

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### **Action Items**

#### Item A-1

#### **MLKJCC – Administration of the Oath of Office to Carissa Joy Smith, Newly Appointed Martin Luther King, Jr. Celebration and Juneteenth Celebration Advisory Committee Member**

Discussion ensued between staff and Committee Members regarding the swearing in of Amber Kearney.

Adam Ferguson, Senior Management Analyst, administered the Oath of Office to Carissa Joy Smith and Amber Kearney.

Additional discussion ensued between staff and Committee Members regarding captioning and procedures for recording the meeting.

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#### Item A-2

#### **MLKJCC – Elect the Chair and Vice Chair of the MLK Jr. Celebration and Juneteenth Celebration Advisory Committee**

Adam Ferguson, Senior Management Analyst, discussed general procedures for selection of the Chair and Vice Chair.

Melanie Morales, Recreation and Community Services Coordinator, read a statement from Member Duval regarding his experience and desire to serve as Chair.

Member Duval presented flyers of events he produced and discussed events he produced at schools.

Member Weiss nominated Member Duval to serve as Chair and Member Kearney seconded the motion.

MOVED BY MEMBER WEISS, SECONDED BY MEMBER KEARNEY AND UNANIMOUSLY CARRIED (ABSENT MEMBERS BIBBINS-MCEEVER AND GREEN), THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: ELECT MEMBER DAVID DUVAL TO SERVE AS THE CHAIR OF THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE.

Adam Ferguson, Senior Management Analyst, handed over the meeting to the Chair Duval.

Member Hearn nominated herself to serve as Vice Chair and Member Raynor seconded the nomination.

MOVED BY MEMBER HEARNS, SECONDED BY MEMBER RAYNOR AND UNANIMOUSLY CARRIED (ABSENT MEMBERS BIBBINS-MCEEVER AND GREEN), THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: ELECT MEMBER LATOYA HEARNS TO SERVE AS VICE CHAIR OF THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE.

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Item A-4  
(Out of Sequence)

**MLKJCC - Receipt and Filing of the Report Regarding the Culver City Juneteenth Celebration from June 22, 2024**

Edgar Varela, Special Events Manager, provided a summary of the material of record; discussed his background; previous Juneteenth events he helped produce; collaboration with other groups; use of City-owned space; entertainment; community engagement; marketing; estimated attendance; events put together by the City; successes; and opportunities.

Discussion ensued between staff and Committee Members regarding pros and cons to the different locations previously used; budget for the previous events; fundraising and sponsorships; feedback; gathering information from attendees; the previous free events; clarification that registration has not been required in the past; competing events; collaboration with Westfield; City-sponsored events; special event grants; the City liaison to facilitate events; fluctuation in the number of attendees; marketing and promotion; leveraging relationships; partnerships; subsidizing costs to make a larger event; engaging in a Memorandum of Understanding (MOU); clarification that the City cannot ask for sponsorships, but the Committee could create an ad hoc subcommittee for sponsorships; dissolution of the Fiesta La Ballona Committee and absence of sponsorships for Fiesta La Ballona in 2023; separate agreements in order for others to bring in more for the event; partnerships with other cities; Leimert Park; sharing of information; keeping events separate and non-competitive; work with the county; the talent section; previous sponsorship by Live Nation; ways to improve over past years; community engagement; education; the Equity and Human Relations Advisory Committee (EHRAC); balancing education and celebration; the cultural event; interactive events; benefits to having a singer; engaging families; the mural; number of entertainers; event length; scheduling; infrastructure; tents; materials; rentals; labor; transportation; insurance; stage; sound; shading; maximum capacity; crowd control; people who come in and out; brick and mortar vendors; booths; support for events vs. participation; City protocol for participation; insurance requirements; license agreements; the pace of City governments; the Olympics; formation of ad hoc subcommittees; events that look well-attended or sparsely attended depending on location; and challenges and advantages with each potential location.

MOVED BY MEMBER SMITH, SECONDED BY MEMBER WEISS AND UNANIMOUSLY CARRIED (ABSENT MEMBERS BIBBINS-MCEEVER AND GREEN), THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: RECEIVE AND FILE THE REPORT REGARDING THE CULVER CITY JUNETEENTH CELEBRATION FROM JUNE 22, 2024.

**MLKJCC – Receipt and Filing of the Report Regarding the Martin Luther King Jr. Celebration on January 20, 2024**

Francisca Castillo, Recreation and Community Services Manager, thanked everyone for being a part of the Committee; provided a summary of the material of record regarding the Martin Luther King Jr. Celebration on January 20, 2024; discussed attendance; program details; location; activities; participants; program order; the service project; performers; the resource fair; community feedback to assist in development of future events; and the budget.

Discussion ensued between staff and Committee Members regarding additional money allocated to the budget for 2025; rain that affected attendance for 2024; appreciation to staff for their efforts; previous outreach efforts; Committee support to spread the word; data for previous years; equity; ensuring outreach to all community members; the theme: Freedom for All; creating opportunities for everyone; performers; feedback regarding Black representation and inclusivity; community involvement in the planning process; the previous MLK Committee; weather that prevented the planned park cleanup for the service day event in 2024; appreciation for the work of staff and work done with such a limited budget; involvement of schools in the events; outreach to the schools; volunteers from the Senior Center; access to minutes from past MLK events; the previous Committee that was not an official City Council committee and may not have minutes available; and distribution of meeting presentations to Committee Members.

MOVED BY MEMBER KEARNEY, SECONDED BY MEMBER WEISS AND UNANIMOUSLY CARRIED (ABSENT MEMBERS BIBBINS-MCEEVER AND GREEN), THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: RECEIVE AND FILE THE REPORT REGARDING THE MARTIN LUTHER KING JR. CELEBRATION ON JANUARY 20, 2024.

**MLKJCC - (1) Approve the 2024 Regular Meeting Dates; and, (2) Receipt and Filing of the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee 2024 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments**

Adam Ferguson, Senior Management Analyst, introduced the item.

Discussion ensued between staff and Committee Members regarding scheduling; agreement to meet the third Wednesday of each month; the timeline to take action; consideration of creating ad hoc subcommittees at the next meeting; recommendations made by ad hoc subcommittees for full Committee consideration; the advisory nature of the Committee; ability of staff to veto recommendations; City Council purview; City policy; open communication; Committee consensus from Chair Duval, Vice Chair Hearn and Members Smith and Weiss to agendaize consideration of the timeline for each event; ensuring the event reflects the will of the community; not repeating the same event year after year; and agreement from Vice Chair Hearn and Members Cain, Raynor and Smith to agendaize consideration of feedback from previous events.

MOVED BY MEMBER SMITH, SECONDED BY MEMBER CAIN AND UNANIMOUSLY CARRIED (ABSENT MEMBERS BIBBINS-MCEEVER AND GREEN), THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE:

1. APPROVE THE 2024 REGULAR MEETING DATES ON THE THIRD WEDNESDAY OF EACH MONTH; AND,
2. RECEIVE AND FILE THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE 2024 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST WITH ADJUSTMENTS.

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**Public Comment - Items Not On the Agenda (Continued)**

Adam Ferguson, Senior Management Analyst, indicated that no requests to speak had been received.

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**Items from Members/Staff**

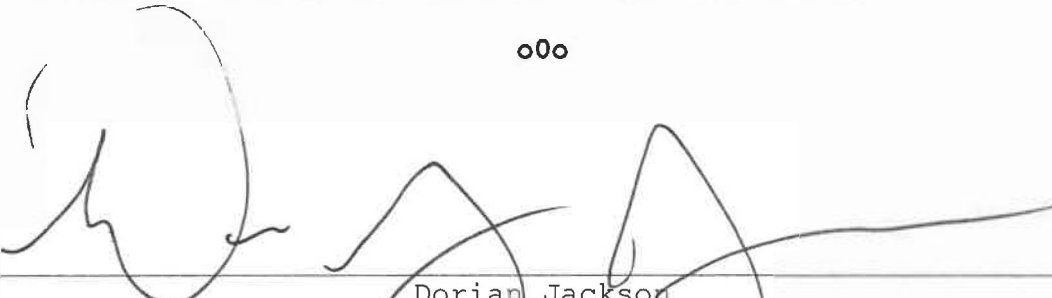
Edgar Varela, Special Events Manager, discussed that the Summer Concert Series and invited everyone to check out the event and the space.

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**Adjournment**

There being no further business, at 9:11 P.M., the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee adjourned to August 21, 2024.

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

APPROVED 9/20/2024

  
~~DAVID DUVAL~~ Latoya Hearn  
Vice Chair 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

11 April 2025  
Date