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

October 15, 2025
6:30 P.M.

Call to Order and Roll Call

Chair Bibbins-McKeever called the regular meeting of the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee to order at 6:38 P.M. in Rooms C75 and C77 at the Culver City Senior Center.

Present: Karena Bibbins-McKeever, Chair
Lisa Gordon Cain, Member
Anasia Obioha, Member
Curtis Raynor, Member
Andrew Weiss, Member

Absent: LaToya Hearns, Vice Chair
Christian Green, Member
Amber Kearney, Member
Carissa Joy Smith, Member

Staff: Adam Ferguson, Senior Management Analyst
Edgar Varela, Special Events Manager
Dustin Kleeman, Communications and Public Information Manager
Dorian Jackson, Associate Analyst

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Pledge of Allegiance

Member Weiss led the Pledge of Allegiance.

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Chair Bibbins-McKeever reported that staff wanted to make some comments at the beginning of the meeting.

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Items from Members/Staff

Dustin Kleeman, Communications and Public Information Manager provided an update on communications efforts and a summary of the proposed community outreach timeline beginning on November 1; discussed efforts to engage with the community; the media release list; inclusion on platform calendars; Eventbrite; options for posters for subcommittee review and feedback; display of the posters; and communications efforts to provide notice to the public.

Discussion ensued between staff and Committee Members regarding confirmation that the date of the event is January 17; partnership opportunities; additions to the media list; and support for furthering communications efforts.

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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 September 17, 2025

Doran Jackson, Associate Analyst, reported the need to make a change on page 1 to indicate that Recreation and Community Services Supervisor Daniela Gutierrez was present rather than Recreation and Community Services Coordinator Melanie Morales as was noted.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER WEISS THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE APPROVE MINUTES FOR THE MEETING OF SEPTEMBER 17, 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Order of the Agenda

Items from Members/Staff was heard after the Pledge of Allegiance and Item A-2 was considered after Item A-1 and again after Item A-3.

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Action Items

Item A-1

MLKJCC – Receipt and Filing of a Report Recapping the Juneteenth 2025 Celebration

Edgar Varela, Special Events Manager, provided a report recapping the Juneteenth 2025 Celebration; discussed event costs; a missing number on the report; funding; and the Economic Development budget that covered extra costs.

Discussion ensued between staff and Committee Members regarding appreciation that costs nearly matched the budget; the small overrun; release of more food than was budgeted for to ensure that people got fed; the aim to come in underbudget on events; and attendance levels.

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 REPORT RECAPPING THE JUNETEENTH 2025 CELEBRATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Members thanked Special Events Manager Edgar Varela for his work on the event.

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Item A-2

MLKJCC – Discuss and Approve the Allocation of the Martin Luther King Jr. Celebration 2026 Budget

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding staffing costs; the larger scale event proposed for 2026; Committee volunteer efforts to offset additional staffing needs; food vendor costs; areas of opportunity from the last event; ensuring there are a sufficient number of food vendors; a suggestion to choose a restaurant for catering rather than a food truck; tariffs; sound and lighting; cost savings realized with the site location; allocation of additional monies for entertainment; lighting and sound; costs for an indoor stage vs. an outdoor stage; the need for a tent for an outdoor component; transparency with funding allocation; significantly increased costs with an outdoor stage; costs to add outside components; and a suggestion to table the budget allocation discussion until after consideration of the Run of Show.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER WEISS THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE TABLE THE DISCUSSION OF THE ALLOCATION OF THE MARTIN LUTHER KING JR. CELEBRATION 2026 BUDGET.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

MLKJCC – Approve the Draft of the Run of Show for Martin Luther King Jr. Celebration Event 2026 with Amendments, if Any

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding use of part time staff; concern with the scope of the event; the service component; number of stations to cover; looking at long-term planning; costs for the entertainment tent without staffing; weather considerations with outdoor activities; looking at best allocation of funds; a suggestion for an indoor service project; having a service project that is separate from the event; looking at the MLK event as more contained than the Juneteenth event; support for holding an indoor event; options to configure the service project, food, and entertainment; and agreement to discuss layout at a subcommittee meeting.

Additional discussion ensued between staff and Committee Members regarding agreement to keep all event components inside; ensuring there is a service component to the event; voter registration; extending the service component beyond the date of the celebration; providing a display board highlighting the service project component at the event; retaining the option to use the Teen Center; consideration of the service project at the subcommittee level; revisiting the service component at a future Committee meeting; receipt of donations as part of the service project; service projects that do not take up a large amount of time; making the performances feel like they are not at a school auditorium; utilization of space in the front of the building; donation collection and voter registration; and the volunteer subcommittee.

Chair Bibbins-McKeever presented a sample Run of Show that she created based upon information received.

Further discussion ensued between staff and Committee Members regarding length of time allocated to the pastor; the keynote speaker; schedule of events; the fact that last year every element of the event ran over time; concern with losing people when a break is taken; the feeling that entertainment would compel people to stay; the need for breaks since everyone is in one room; inviting people to look at the art show during the break; student performances; bringing in a teacher to teach the genre of dance to go with the upcoming entertainment; community recognition and Committee remarks; remarks from the Mayor; invitations to all Council Members; overall length of the event; the feeling that two hours is restrictive; hearing MLK's speech; ensuring that MLK is part of every component of the event; discussion of having a projector by the subcommittee; upcoming agenda items; items that need to be approved in November; interstitial filler; clips of MLK Jr. speaking; the History and Culture Subcommittee; the history of voting rights; the stage performance vs. things to interact with; scheduling a tight stage event and allowing people to spread organically; people who may not want to sit through all of the presentations; non-religious people who want to be part of the event; the church as a part of MLK's legacy; providing balance; outreach to all schools in the City; the theme of Diversity Unites Us; and openness to everyone.

Discussion ensued between staff and Committee Members regarding the food subcommittee; providing additional spaces and opportunity for people to mingle and talk rather than just listening; event layout; the dance intermission; the ability of Committee Members to visit the space; the call for entertainers; the plan to have a student choir/band collaboration, a regular R&B performance, and one other performance to be determined based upon entertainment submissions; the amendment to the Run of Show that includes a service project to be determined, location of the event in Veterans Auditorium and possibly the Rotunda Room and the lobby, but not outdoors in Veterans Park, the two-hour planned event with the third hour buffer available to expand entertainment or other offerings or activities with a total of five acts; and clarification that the Teen Center is still reserved.

MOVED BY MEMBER OBIOHA AND SECONDED BY MEMBER WEISS THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE: APPROVE THE DRAFT RUN OF SHOW FOR THE MARTIN LUTHER KING JR. CELEBRATION EVENT 2026 AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2
(Continued)

MLKJCC – Discuss and Approve the Allocation of the Martin Luther King Jr. Celebration 2026 Budget

Discussion ensued between staff and Committee Members regarding feedback for the budget that is still to be determined; allocation for food and entertainment; the ability to make adjustments with the balance remaining for other activities; costs to turn the Rotunda Room into a student display area; supplies; allocation of funding for the history and education portion of the event; providing refreshments for volunteers; allocation of funding for promotional items; the raffle and prizes; potential costs for a service project; a rough estimate of costs at $12K for entertainment, $7K for food, and $3.5K for lighting and sound, with the remaining $4.5K for supplies, student engagement, history and education, staff needs, volunteers, the service project, and miscellaneous needs; number of people that participated in

Juneteenth; the minimal amount of funding needed for supplies; the plan to have two food vendors, each serving 150 people; décor; parking; use of the Senior Center lot; and bicycle parking.

MOVED BY MEMBER OBIOHA AND SECONDED BY MEMBER RAYNOR THAT THE MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE APPROVE THE ALLOCATION OF THE MARTIN LUTHER KING JR. CELEBRATION 2026 BUDGET.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-4

MLKJCC – Receipt and Filing of an Update from the Martin Luther King Jr. Celebration & Juneteenth Celebration Ad Hoc Subcommittees

Chair Bibbins-McKeever provided an update on the work of the Ad Hoc Entertainment Subcommittee.

Discussion ensued between staff and Committee Members regarding outreach to potential performers; position of the acts in the Run of Show; staff perspective; the call for entertainers; and subcommittee review of submissions.

Member Raynor provided an update on the Ad Hoc History and Education Subcommittee; noted the need to correct the title of the subcommittee; discussed the planned display on the history of voting rights in the Rotunda Room or in the lobby; and content.

Additional discussion ensued between staff and Committee Members regarding the timeline for the Ad Hoc History and Education Subcommittee; bringing back the displays to the December meeting for Committee approval; student participants; subcommittee consideration of outreach to all schools in the Culver City area; the Student Engagement Subcommittee; and lack of updates from the Ad Hoc Summer Olympics Preparation Subcommittee or the Ad Hoc Sponsorship Donation Subcommittee.

Member Raynor discussed the Student Engagement Subcommittee; outreach to schools; and having a creative expression exhibit of student artwork around the theme of the event in the Rotunda Room.

Further discussion ensued between staff and Committee Members regarding having the students engage in active participation; efforts of the Ad Hoc Student Engagement Subcommittee; lack of teacher buy-in; teacher workload; and the need to schedule a subcommittee meeting.

Chair Bibbins-McKeever provided an update on the Ad Hoc Food and Non-Food Vendors Subcommittee and quotes for food.

Additional discussion ensued between staff and Committee Members regarding the subcommittee meeting invite; consideration of potential food vendors; the need to come to the November Committee meeting with a food recommendation; and working on non-food vendors for the December meeting.

Chair Bibbins-McKeever provided an update on the Ad Hoc Volunteer Engagement and Service Project Ad Hoc Subcommittee; discussed outreach for partnership in relation to a potential service project; and her email with ideas for proposed service projects.

Discussion ensued between staff and Committee Members regarding the need for a subcommittee meeting and a report to the Committee in November; the staff focus on contracts and purchase orders; and clarification on Subcommittee membership.

Member Gordon Cain reported meeting with ACLU (American Civil Liberties Union) representatives who indicated that they would provide free voter registration packets.

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 MARTIN LUTHER KING JR. AD HOC SUBCOMMITTEES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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 agendizing approval of the marketing plan, service project, entertainers, and food in November; receipt of Ad Hoc History and Education Subcommittee and Ad Hoc Student Engagement Subcommittee updates; consideration of non-food vendors in December; agreement to consider the Run of Show at each meeting; encouragement for Committee Members to respond to staff email; support for virtual daytime meetings; ensuring that meetings are taking place; approval of meeting dates for 2026 at the November meeting; review of the bi-annual report to the City Council in December; and appreciation to staff for their efforts.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER GORDON CAIN 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 UPCOMING AGENDA ITEMS LIST WITH ADJUSTMENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Public Comment – Items NOT On the Agenda (Continued)

Chair Bibbins-McKeever 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

None.

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Adjournment

There being no further business, at 8:42 P.M., the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee adjourned to a meeting to be held on November 19, 2025.

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

APPROVED ____________________

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KARENA BIBBINS-MCKEEVER
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.

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Jeremy Bocchino Date
CITY CLERK