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

May 21, 2025
6:30 P.M.

Call to Order and Roll Call

Chair Hearns called the regular meeting of the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee to order at 6:32 P.M. at the Culver City Senior Center.

Present: LaToya Hearns, Chair
Karena Bibbins-McKeever, Member
Lisa Gordon Cain, Member
Christian Green, Member
Curtis Raynor, Member
Andrew Weiss, Member

Absent: Amber Kearney, Vice Chair
Carissa Joy Smith, Member

Staff: Dorian Jackson, Associate Analyst
Francisca Castillo, Recreation and Community Services Manager
Edgar Varela, Special Events Manager

o0o

Chair Kearney thanked everyone for being present at the meeting noting that the event was just around the corner.

Pledge of Allegiance

Member Raynor led the Pledge of Allegiance.

o0o

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.

o0o

Receipt of Correspondence

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

o0o

Consent Calendar

Item C-1

Approval of the Minutes for the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee Meeting of March 19, 2025

MOVED BY MEMBER BIBBINS-MCKEEVER AND SECONDED BY MEMBER GREEN 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 MARCH 19, 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Approval of the Minutes for the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee Meeting of April 16, 2025

MOVED BY MEMBER WEISS AND SECONDED BY MEMBER BIBBINS-MCKEEVER 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 APRIL 16, 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Order of the Agenda

No changes were made.

o0o

Action Items

Item A-1

MLKJCC – 1) Discuss Non-Food Vendors for the Juneteenth Celebration; 2) Consideration of Forming a Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee Ad Hoc Subcommittee with Duties Related to Non-Vendors; 3) Discuss the Role of the Non-Food Vendor Ad Hoc Subcommittee; 4) If Desired, Appoint Committee Members to the Newly Formed Ad Hoc Subcommittee

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

Discussion ensued between staff and Committee Members regarding concern with having enough time for the subcommittee

to meet, establish contracts, and be ready to execute by Juneteenth; the need to meet within the next week to ten days; the one meeting with a list of 12 vendors to choose from; participation of the vendors at the meeting; Committee trust in the ability of the Special Events Manager to make the choices; vendor interest; information tables; non-food vendors; resource vendors; Black-owned businesses; staff agreement to try to bring in Committee recommendations; available spaces; the University of Rochester Alumni Association; looking at what the vendor is offering to the community; the recommended author; the book giveaway; the History and Cultural agenda item; providing resources; targeted population; healthcare providers; applicability to Juneteenth; striking a balance with resource tables; and whether to form a subcommittee to vet the vendors for the Juneteenth event.

Additional discussion ensued between staff and Committee Members regarding the feeling that a subcommittee was not necessary when they could barely keep up with the subcommittees they already had; staff agreement to select the vendors and email Committee Members; clarification that a motion was not necessary if a subcommittee was not being formed; and Committee Members were encouraged to email any suggestions to Edgar Varela as soon as possible.

o0o

Item A-2

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

Discussion ensued between staff and Committee Members regarding Committee roles on site and clarification that a Run of Show had not been submitted in time to make the meeting agenda.

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

Additional discussion ensued between staff and Committee Members regarding review of responsibilities for different

volunteer positions; Member sign-ups; establishing arrival times for event volunteers; High School volunteers; providing community service; Member preferences for assignments; assignments for absent Committee Members; physical requirements and duties of the positions; staff agreement to cover any unfilled volunteer positions and to email Committee Members with all the information needed for their position along with a calendar invite; t-shirts or lanyards to identify volunteers; number of volunteers; making it clear who is a volunteer and who is a Committee Member; staff agreement to provide something to distinguish who is available to help; and Committee Members Green and Weiss were excused from attending the event.

MOVED BY MEMBER BIBBINS-MCKEEVER AND SECONDED BY MEMBER WEISS THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE APPROVE ROLES AND RESPONSIBILITIES FOR THE JUNETEENTH EVENT 2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item A-3

MLKJCC – Receive and File a Report on the Event Registration for the 2025 Juneteenth Celebration

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

Discussion ensued between staff and Committee Members regarding number of people registered; information provided on the flyer; free food and food for purchase available; promotional videos; event promotion on social media; a reminder that the agenda item is targeted toward event registration; and staff displayed the Eventbrite invitation and agreed to share the event with Committee Members so they can share to social media.

MOVED BY MEMBER RAYNOR AND SECONDED BY MEMBER BIBBBINS-MCKEEVER THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE RECEIVE AND FILE THE REPORT ON THE EVENT REGISTRATION FOR THE 2025 JUNETEENTH CELEBRATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item A-4

MLKJCC – Approval of Communication with Culver City Unified School District on Involvement in the 2026 Martin Luther King Jr. Celebration

Francisca Castillo, Recreation and Community Services Manager, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding support for involving the Middle School or High School orchestra in the event; outreach; support for a Committee Member to form a relationship with the Culver City Unified School District (CCUSD) and act as a contact person; a potential video expression contest; creation of an ad hoc subcommittee vs. assigning a Committee representative; a recommendation to make use of the existing PR and Marketing for the Juneteenth and MLK Celebration Ad Hoc Subcommittee; subcommittee purview; collaboration with staff regarding CCUSD involvement; interest expressed by Members Cain and Raynor in engaging with CCUSD; providing a direct contact; clarification that PR is not just pushing out email for promotion; contact with CCUSD before the end of the school year; email correspondence vs. scheduling a meeting; staff email to subcommittee members regarding meeting topic; the ability of subcommittee members to not attend any subcommittee meeting; adding Members Cain and Raynor to the subcommittee; and clarification that the full body has voting power, not the subcommittees.

MOVED BY MEMBER WEISS AND SECONDED BY MEMBER RAYNOR THAT THE MLK JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE FORM A SPECIAL AD HOC SUBCOMMITTEE WITH MEMBERS CAIN AND RAYNOR TO COORDINATE OUTREACH WITH STAFF AND THE SCHOOLS FOR THE 2026 MLK CELEBRATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Discussion ensued between staff and Committee Members regarding clarification on the vote.

o0o

Item A-5

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

Edgar Varela, Special Events Manager, reported on a recent meeting of the History and Culture Ad Hoc Subcommittee; discussed consideration of food and the sample menu and adjustments made; the follow-up about the book with Brittney Jones; efforts to engage additional Black authors; review of historical markers and TV reel submissions from Member Raynor; book availability from Malik Books; coloring books; United Empowerment; engagement with Black dolls; follow-up for involvement of affinity groups; preparation of passport books; involvement of dignitaries; trivia questions; and adding a clothing designer.

Discussion ensued between staff and Committee Members regarding a Facebook group for Black vendors; the draft menu from Dulan's on Crenshaw; exploration of having children's plates and adult plates; adjusting the menu to include items with more of a cultural or historical significance to the community; reduced costs for the children's plate; the limited menu provided; elimination of the salad; other healthy greens provided; staff agreement to provide the menu to Committee Members when available; work on the contract; questions around

the authenticity of the food; the Dulan's on Crenshaw website; the truck owned by Gregory Dulan; concern with outsourcing the food; local Black vendors; ensuring that soul food is being provided; subcommittee consideration of all local vendors that provide soul food; cost effectiveness; communication; updates provided to the subcommittee; the motion for staff to move forward; delineation of roles at the last meeting; introductions made; pricing and response time; apologies on behalf of the subcommittee for lack of follow-up; respect for ideas shared; subcommittee follow-up; shared ideas; the recommended book; dolls; ensuring that enough inventory is available; awareness of constraints related to budget and timeline; books for adults and children; the passport system; giveaways; trivia as a fun way to give away books; encouraging people to visit vendors; ensuring people know of the opportunities available at the event; outreach to the doll company; collaboration with United Empowerment Foundation; involvement of more authors; ensuring there are not competitive authors; managing relationships; the trailer from Malik's Books; and celebrity reads.

Edgar Varela, Special Events Manager, reported that the Entertainment Ad Hoc Subcommittee had not met since the last meeting: indicated that he was working on items discussed at the previous meeting; he discussed band approvals; negotiations; budget; and confirmed bands.

Discussion ensued between staff and Committee Members regarding organized dancing; bringing in a DJ to fill out the event; Subcommittee consideration of a DJ vs. having a Committee Member MC a playlist; waiting until contracts are finalized before posting to social media; outreach to dignitaries; participation of the School Board and the Black Student Union; education provided by Isaac Byran; staff agreement to email the new Run of Show to everyone; updates to the living document; and the full committee meeting the week of the event.

Additional discussion ensued between staff and Committee Members regarding the Communications Ad Hoc Subcommittee; collaboration with Dustin Klemann on creating promotional videos; and the videos created for the MLK event.

Francisca Castillo, Recreation and Community Services Manager, reminded everyone that they can dissolve any ad hoc subcommittees at any time.

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

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

o0o

Item A-6

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 staff agreement to email subcommittee members to coordinate a meeting; upcoming agenda items; date of the next meeting; draft of the Committee bi-annual report for the City Council; consideration of the final Run of Show and roles and responsibilities for the event at the June 18 meeting; availability of the vendor list and event map; distribution of event badges; the Brown Act refresher, seating the new Committee Member, voting on the new Chair and Vice Chair, and the Committee Juneteenth post mortem at the July meeting; adding an agenda item in July to begin conversations about the MLK Celebration; outreach to schools; staff agreement to send calendar invites to Committee Members for the City Council proclamation and applicant interviews on June 9; order of consideration; the importance of having full Committee attendance for the proclamation; a reminder to let staff know if Members are not planning to reapply; the staff post-event report in September; Committee agreement to move the regular meeting date one week later in August to accommodate staff workload for Fiesta La Ballona; increased staff workload during

the summer; the process for seating of the new Chair and Vice Chair; making changes to subcommittees; combining entertainment and talent for both events; overlap between the History and Culture and the Entertainment and Talent Ad Hoc Subcommittees; agreement to rename and merge the separate Entertainment and Talent Ad Hoc Subcommittees for Juneteenth and MLK Celebrations to create the Entertainment and the Arts for MLK and Juneteenth Ad Hoc Subcommittee; Chair Hearns asked to be removed from the Entertainment and Arts for the MLK and Juneteenth Celebrations Ad Hoc Subcommittee and Members Bibbins-McKeever and Raynor were confirmed to serve; appointment of new Members for 2028 Summer Olympics Preparation Ad Hoc Subcommittee; reconsideration of all subcommittees in July when the new Member is appointed; and agreement to continue the Sponsorship and Donation for Juneteenth Ad Hoc Subcommittee.

MOVED BY MEMBER GREEN AND SECONDED BY MEMBER RAYNOR 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: BIBBINS-MCKEEVER, CAIN, GREEN, HEARNS, RAYNOR, WEISS
NOES: NONE
ABSENT: KEARNEY, SMITH

o0o

Public Comment – Items NOT On the Agenda (Continued)

Chair Harns invited public comment.

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

o0o

Items from Members/Staff

Francisca Castillo, Recreation and Community Services Manager, thanked the Committee for their work; indicated supporting Edgar Varela with work behind the scenes; and she congratulated the Committee on a great event.

Edgar Varela, Special Events Manager, indicated that his focus was on Juneteenth.

Dorian Jackson, Associate Analyst, discussed upcoming PRCS events in the City; the sold-out Senior Prom on June 7 at the Senior Center; and the Summer Kickoff at Culver West Park on June 5.

Discussion ensued between staff and Committee Members regarding encouragement to sponsor a senior for the Senior Prom; clarification that the event had sold out in four hours; and volunteer opportunities.

Member Green thanked everyone for their work on the Juneteenth event and he discussed a project that he was involved with on June 1 in Santa Monica noting that he would provide information to staff.

Committee Members wished Member Green a Happy belated Birthday.

Chair Hearns was looking forward to the Juneteenth event; discussed promotion; and indicated that the event would just get bigger and better.

o0o

Adjournment

There being no further business, at 8:59 P.M., the Martin Luther King Jr. Celebration and Juneteenth Celebration Advisory Committee adjourned to a meeting to be held on June 18, 2025.

o0o

_____

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