

**Mayor's African American Advisory Board - (MAAAB)
Program Committee Meeting**

Tuesday, January 7, 2025 | 5:30 p.m. – 7:30 p.m.

Location: Main Public Library, Conference Level, Meeting Room G-4

Welcome and Purpose (5 minutes)

- Opening remarks – Dr. Audrieanna Burgin
- Overview of meeting objectives:
 1. *Elect a Chair for the Committee*
 2. *Define the Committee's meeting rhythm*
 3. *Plan the event at City Hall Atrium for Black History Month*
 4. *Identify existing events for MAAAB to support*

1. Electing a Chair and Defining Meeting Rhythm (20 minutes)

- Nomination and election process for Committee Chair
- Discuss and agree on the meeting schedule

2. Planning the City Hall Atrium Event (45 minutes)

- Discuss format, logistics, and programming for the City Hall Atrium event
 - Submitted ideas – spoken word, prayer, song
- Identify resource needs (time, budget, volunteers)
- Proclamation Submission
- Assign roles and responsibilities for planning and execution

3. Review of Existing Events (30 minutes)

- Share and discuss known community or organizational events for Black History Month
- Evaluate opportunities for MAAAB to support or collaborate with these events
- Identify key contacts or next steps for alignment

4. Next Steps and Assignments (10 minutes)

- Assign specific action items to committee members:
- Coordinating with event contacts
- Finalizing logistics for the City Hall Atrium event

5. Closing and Open Discussion (10 minutes)

- Recap of outcomes and next steps
- Open floor for questions, comments, or additional ideas