



City of Huber Heights
Culture and Diversity Citizen Action Commission
Juneteenth Planning
City Hall- Conference Room
6131 Taylorville Road
Meeting Minutes of March 12, 2025
6:00 P.M.

1. Call meeting to order at 6:00 P.M.

2. Attendance

Present: Mr. Ibragim Chakhalidze, Ms. Chirsty Trotter, Mr. Corey Owens Arrick
Richardson, Sarah Forsythe

Vendors

- Goal: ~10 food and ~15 retail vendors.
- Food trucks and retail vendors will be invite-only, using the city's waitlist and approval process.
- Nonprofit partners (e.g., libraries, community organizations) will not be charged a fee.
- Commissioners will continue outreach to vendors and use social media to expand interest.

Education & Engagement

- Plan to include the Dayton Metro Library Bookmobile (or alternate children's program).
- An **educational component** will run alongside entertainment, including a QR "learning trail" with trivia and prize drawings.
- Brief stage remarks or educational notes will be incorporated between performances.

Entertainment

- Program will include:
 - **DJ/music** throughout the event.
 - **Headline band** (regional group) for the finale.
 - **Local performers** (band, dance troupe, choir).
- Entertainment will be balanced with educational segments to keep the event both fun and meaningful.

Logistics

- **Layout:** Food near kids' area, retail vendors on grass (bring own tents), and alcohol kept separate.
- **Volunteers:** Goal of 5–7 in addition to commissioners, supported by local schools and boards.
- **Operations:** Explore tents/shade, cooling options, and possible bounce house if sponsorship is secured.
- **Traffic/Parking:** Citizens Patrol or Explorers to assist.

Budget & Sponsorship

- Budget includes entertainment, sound, educational components, and logistics.



- Vendor fees and sponsorships (e.g., CareSource, Kettering Health) will help offset costs.
- Event is expected to meet or exceed the city's cost-recovery target.

Key Decisions

- Continue with invite-only vendor process.
- Move forward with headline entertainment.
- Implement QR learning trail and on-stage education.
- Bounce house only if sponsorship is obtained.

Next Steps

- Commissioners: vendor outreach and education content development.
- Staff: finalize contracts, secure volunteers, coordinate logistics, and work with Communications on marketing.
- Sponsorship outreach to continue.

Upcoming Meetings

- **March 20 (6:00 PM):** Special meeting for contract approvals.
- **March 26 (6:00 PM):** Working session with Communications for marketing.
- Ongoing updates through April leading to the event.

3. Next Meeting March 20, 2025
4. Adjournment: 8:12 P.M.