



City of Huber Heights
Culture and Diversity Citizen Action Commission
Juneteenth Planning
City Hall- Conference Room
6131 Taylorville Road
Meeting Minutes of March 26, 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

Overall Progress

Planning for the Juneteenth Festival is moving forward on schedule. Vendor recruitment, entertainment bookings, educational programming, and logistics are all underway, with key decisions made at the last working session.

Vendors

- Goal: ~10 food and ~15 retail vendors.
- Several food and retail vendors have already confirmed.
- Vendor process remains invite-only through the city's waitlist and approval system.
- Nonprofit/community groups will participate at no cost.
- Outreach is ongoing to expand the list, especially minority-owned businesses.

Education

- Dayton Metro Library will provide either the Bookmobile or a children's story program.
- A QR code "learning trail" is being developed to highlight Juneteenth history, with prize drawings for participation.
- Brief educational messages will also be shared from the stage between performances.

Entertainment

- DJ music will run throughout the event.
- A will close the evening program.
- Local performers, including a band, dance troupe, and choir, are being coordinated.
- Entertainment will be balanced with educational elements to keep the program both fun and meaningful.

Logistics

- Food trucks will be near the kids' zone; retail vendors on grass areas with their own tents.
- Volunteers will be recruited from schools and community groups to supplement commission support.
- Plans are in place for shade, cooling, and traffic control.



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- A bounce house will only be added if sponsorship funding is secured.

Budget & Sponsorship

- Budget covers entertainment, sound, educational programming, and logistics.
- Vendor fees and sponsorships will help offset costs.
- CareSource and Kettering Health are being approached for support.

Next Steps

- Finalize contracts for entertainment and sound.
- Continue vendor outreach and confirm additional sign-ups.
- Complete QR learning trail content and coordinate with Dayton Metro Library.
- Launch coordinated marketing push with City Communications in April.

3. Next Meeting April 21, 2025

4. Adjournment: 7:50 P.M.