

Community Service Organizations' 2019 BLACK History Month Celebration (BHMC)

1st Planning and Coordination Meeting

Teleconference--- (605)475-3220 with Access Code 1080470

Monday, December 17, 2018

7:00 PM

- 1. Welcome & Opening Prayer.....**
- 2. Background---WWWW & HM**
- 3. Purpose of meeting:**
 - To decide on Guest Speaker/Attire/Theme**
 - To review planning budget**
 - To establish information for flyer and ticket publishing (Attire, Theme, Schedule for Dinner)**
 - To review duties, tasks and areas of responsibility**
- 4. Way Ahead: Timeline, Milestones and Meetings for BHMC 2019**
- 5. Closing Prayer**

Background of CSO BHM /2019 Known Facts-WWWW & HM

The annual CSO BHM celebration for the Leavenworth community has generally been the “kick-off” of black history month celebrations within our community. Historically, this event has been held on the 1st Saturday of February and has included a social hour, live entertainment, soul-food dinner buffet, a key-note speaker, cash bar, raffle prizes, singing of the Black National Anthem and dancing to DJ music.* Each organization within the CSO network carries out duties, tasks and responsibilities to make this a gala function and a signature event for the community.

Who: The public, member organizations, their families and invited guests.

What : The 8th Annual CSO BHM celebration

When: Saturday, 2 Feb 2019, 5pm

Where: June’s Northland at 614 Pottawattamie St. Lvn, KS

Why: An event for our community to gather to celebrate the History of African Americans’ Heritage and Black History

Cost: \$25 pp in advance; \$30 at the door...

Tickets Sales Start: Jan 2019

*Plan to feature same areas as last year

Guest Speaker is: To Be Decided

Attire is: To Be Decided

Budget is: To Be Decided

Guest Speaker/Attire/Theme

Guest Speaker Recommendations:

Commander Carlton Philpot

Colonel Calvin Johnson

Attire: What do we want to put on the flyer and publish as the attire for the event?

What do we want as a guiding theme for 2019? The African American Life and History's Theme for this Year is: "Black Migrations"

Previous Themes:

2012="Celebrating Community"

2013="Standing on the Shoulders of Giants"

2014="Black History: Past, Present and Future"

2015="Celebrating A Century of Black Life, History and Culture"

2016= "Black History: Embracing the Strength of Our Ancestors"

2017= "Black History: The Strength of the Village"

2018= "African Americans In Times of War"

2019=What theme are we going to use this year?

Last Year's Flyer



LEAVENWORTH COMMUNITY SERVICE ORGANIZATION
7th Annual

BLACK HISTORY MONTH BANQUET

"African Americans in Times of War"

5:00 PM Social Hour

6:00 PM Dinner

Saturday, February 3, 2018

June's Northland

614 Pottawatomie St, Leavenworth, KS 66048



James R. Klugh graduated from South Carolina State College and was commissioned as an Infantry second lieutenant through ROTC. He served in a variety of troop and staff assignments with the 516th Airborne Infantry, 7th Infantry Division, 1st Infantry Division, 101st Airborne Division, and the 2nd Armored Division. After graduating from the Army War College, he served with the US Army Tank and Automotive Command and the Officer Personnel Management Division. He was Deputy Commanding General at Rock Island, Illinois and Commanding General at Aberdeen Proving Ground, Maryland prior to being appointed Deputy Under-Secretary of Defense for Logistics. MG Klugh retired with more than 36 years of active service.



Distinguished Honoree
MG (Ret) James R. Klugh
Guest Speaker

SOUL FOOD BUFFET * RAFFLES *
CASH BAR * ENTERTAINMENT * DANCING with DJ MAC

FOR TICKETS, CALL THE RICHARD ALLEN CULTURAL CENTER (913) 682-8772 OR (913) 306-2011

BHM 2018 Financial Status Report (Last Year's)

Planning Estimates INCOME				Actual Figures INCOME					
ITEM	PRICE	QNTY	TOTAL	ITEM	PRICE	QNTY	TOTAL		
ADVANCE TICKETS	\$ 25.00	150	\$ 3,750.00	ADVANCE TICKETS	\$ 25.00	242	\$ 6,050.00		
DOOR TICKETS	\$ 30.00	0	\$ -	DOOR TICKETS	\$ 30.00	0	\$ -		
RAFFLE PRIZE INCOME	\$ 350.00	1	\$ 350.00	RAFFLE PRIZE INCOME	\$ 572.00	1	\$ 572.00		
50/50 RAFFLE				50/50/RAFFLE	\$ 188.00	1	\$ 188.00		
CASH DONATIONS			\$ -	CASH DONATIONS	\$ 188.00	1	\$ 188.00	Desiree Jemmott	
TOTAL INCOME			\$ 4,100.00	TOTAL INCOME			\$ 6,998.00		
EXPENSE				EXPENSE					
ITEM	PRICE	QNTY	TOTAL	ITEM	PRICE	QNTY	TOTAL		
Facility & Catering (June's)	\$ 20.00	150	\$ 3,000.00	Facility & Catering (June's)	\$ 20.00	220	\$ 4,400.00		
Additional Food Items	\$ 150.00	1	\$ 150.00	Additional Food Items	\$ 150.00	1	\$ 150.00		
Ticket Printing	\$100.00	1	\$ 100.00	Ticket Printing	\$ 100.00	1	\$ 100.00	Laura	\$100.00
Honorarium	\$100.00	1	\$ 100.00	Welcome Basket	\$ 50.00	1	\$ 50.00	Laura	\$50.00
Steele Box Memento	\$ 40.00	1	\$ 40.00	Steele Box Memento	\$ 30.00	1	\$ 30.00	Laura	\$30.00
Certificates, Frames & Badges	\$ 50.00	1	\$ 50.00	Certificates, Frames & Badges	\$ 98.35	1	\$ 98.35	Laura	\$ 98.35
TOTAL EXPENSE			\$ 3,440.00	TOTAL EXPENSE			\$ 4,828.35		\$278.35
NET GAIN (LOSS)			\$ 660.00	NET GAIN (LOSS)			\$ 2,169.65		

BUDGET FORECAST FOR 2019 CSO BHM

Planning Estimates INCOME				Actual Figures INCOME			
ITEM	PRICE	QNTY	TOTAL	ITEM	PRICE	QNTY	TOTAL
ADVANCE TICKETS	\$ 25.00	150	\$ 3,750.00	ADVANCE TICKETS	\$ 25.00		
DOOR TICKETS	\$ 30.00	0	\$ -	DOOR TICKETS	\$ 30.00		
RAFFLE PRIZE INCOME	\$ 350.00	1	\$ 350.00	RAFFLE PRIZE INCOME	\$ 572.00		
50/50 RAFFLE				50/50/RAFFLE	\$ 188.00		
CASH DONATIONS			\$ -	CASH DONATIONS	\$ 188.00		
	TOTAL INCOME		\$ 4,100.00		TOTAL INCOME		
EXPENSE				EXPENSE			
ITEM	PRICE	QNTY	TOTAL	ITEM	PRICE	QNTY	TOTAL
Facility & Catering (June's)	\$ 20.00	150	\$ 3,000.00	Facility & Catering (June's)	\$ 20.00		
Additional Food Items	\$ 200.00	1	\$ 200.00	Additional Food Items			
Ticket Printing	\$100.00	1	\$ 100.00	Ticket Printing			
Honorarium	\$100.00	1	\$ 100.00	Welcome Basket			
Steele Box Memento	\$ 40.00	1	\$ 40.00	Steele Box Memento			
Certificates, Frames & Badges	\$ 100.00	1	\$ 100.00	Certificates, Frames & Badges			
Entertainment	\$ 400	1	\$400	Amber Underwood Project			
	TOTAL EXPENSE		\$ 3,940.00		TOTAL EXPENSE		
	NET GAIN (LOSS)		\$ 160.00		NET GAIN (LOSS)		

CSO Member Duties, Tasks and Areas of Responsibility

All Organizations

- Support and Publicize the Event/Sell Tickets
- Submit Organizational Info for Virtual Slide Show on (or before) the Deadline
- Donate Raffle Gifts on (or before) the Deadline
- Assist and Support BHM Committee's Team Leaders where needed/ when asked
- **CCDC---** Coordinate, Communicate, Disseminate and Cooperate thru all phases (BDA) of the event.

Budget/ Program /Entertainment Team--- CSO, Marcia Jackson, Ron and Laura Coaxum, Team Leaders

Protocol/Executive Services Team--- ROCKS, Inc., Team Leader, to be coordinated.

Ticket Broker/Ticket Outlet Team: RACC&M, William Wallace, Team Leader

Dining/Food Service/Facility Coordinator Team Multiple Orgs, Debbie Pixley Clark, Team Leader

Reception/Hospitality and Host Team Mount Olive Lodge #3, Team Leader, to be coordinated

Organization BHM Exhibits Team (Virtual via Digital Means) All Orgs, Joel Elston, Team Leader

Raffles/Prize Drawings All Orgs, Marcia Jackson, Team Leader.

Photography/Videographer Team/Publicity Rik E. Jackson, Team Leader.

Permission to Park at IBC Les Novelettes, Team Leader to be coordinated.

Way Ahead: Timeline, Milestones and Meetings for BHMC 2018/19

Monday, 17 December 2018---BHM Committee Meeting: Establish Theme, Guest Speaker, Event Flyer /Ticket Info

Monday, 7 January 2019---BHM Committee meeting will be at 6:30 PM at location TBD. This will be an In Progress Review (IPR), and event tickets will be ready for distribution at this meeting.

Tuesday, 22 January 2019---BHM Committee meeting will be at 6:30 PM at location TBD. This will be an IPR, and the **first ticket** money turn-in/collection will be take place.

Monday, 28 January 2019---BHM Pre-Execution meeting will be at 6:30 at location TBD. This will be a “Timeline Walk-Thru”. **Final** ticket money turn-in/collection of door prizes will take place at this meeting.

Thursday, 31 January 2019- --- “Huddle” and “Stand to” meeting as needed. Could be a physical “Walk-thru” and simulated training meeting at Venue site. **Absolutely**, all ticket money and door prizes not yet turned in WILL be done at this meeting.

Saturday, February 2, 2019--- **8th Annual CSO 2019 Black History Month Program.**

Monday, February 11, 2019--- CSO Winter Qtrly meeting and After-Action feedback on the 2019 BHM.