



Date: 9/21/2023 **Time:** 6:30 pm – 6:50 pm **Facilitator:** Jon Jon Penn

In Attendance

3 – Committee Members, 2 – Board of Directors (BOD), 1 – Residents

Announcements

- Jon-Jon Penn has filled the position as the Chair of the committee. Co-Chair position is now vacant and available to any resident desiring to take on the responsibility of the position.
- Committee has been allocated \$10,000 in the 2023 budget for events.

Old Business

- Club House Opening Date - PENDING legal matters
- Supply Storage: Still seeking storage options for supplies.
- Coordinate with Public Safety committee to create a Safety checklist for events. **STATUS: Pending**

Follow-up Business

- Volunteer opportunities for the community. **STATUS: Pending**
 - o PG House Men's Shelter (301) 808-5317 **STATUS: Pending**
 - Need to revisit whether we want to solicit for item during 2023: POC: Katesha Y.
 - o Adult Living Centers (Skybridge at Town Center) **STATUS: Pending**
 - Interact with Senior (i.e., games, party, etc.)
 - Need to revisit contacting Manager for additional details. POC: Lakeisha O.
- Sponsoring Food Trucks STATUS: Pending information on Vendors
 - o Food Trucks – Pending
 - o Ice Cream Truck – Visited the neighborhood during the summer last year beginning 8/16/2022.

New Business

- Capital Court "Trick or Treat" Night (Date: Tuesday, 10/31/2023; Time: 6:00-8:00 pm);
 - o Night will include the following: (1) Trick or Treating throughout neighborhood (2) Photobooth outside of Club House (3) Light Refreshments outside of Club House
 - o Refreshments "Snack Pack" – assigned to Katesha Y.
 - o Save the Date will be issued to community no later than 10/11/2023 – Assigned to Kelley S.
 - o Flyer will be designed/issued to the community no later than 10/5/2023 – Assigned to Lakisha O.
 - o Board member will inquiry with Security Co. regarding patrolling that night
 - o Budget report must be provided to BOD no later than 10 Oct 23
 - o Draft Proposal and Budget; \$200 est. – Assigned to Committee Chair

Chair:

Jon Jon Penn

Co-Chair:

VACANT

Secretary:

Katesha Yarborough

- Committee will focus/discuss details in next few months of possible future events that will be proposed to the board for 2023. **STATUS: In Progress**
 - o Winter (Dec – Mar)
 - Unknown; Nothing projected at this time
 - o Spring (Apr – May)
 - Easter Celebration
 - o Summer (Jun – Aug)
 - Capital Court Appreciation Day (TBD)
 - National Night Out (Tenative)
 - o Fall (Sep – Nov)
 - Halloween “Trick or “Treat” (Date: 10/31/23)
 - Smore Night (TBD)

<u>Event / Budget Proposal to Board</u>		
<i>Topic</i>	<i>Budget</i>	<i>Status (i.e., Pending, Approved, Disapproved)</i>
Halloween “Trick or Treat”	\$200	Pending Proposal Submission
<u>Reimbursement for Events</u>		
<i>Topic</i>	<i>Amount</i>	<i>Status (i.e., Pending, Approved, Disapproved)</i>

Next Meeting

Date: 10/19/2023 Time: 6:30 p.m. Location: Meet.google.com (Chair will provide link)

Approval of Minutes

The minutes from 9/21/2023 were read and approved.

Events Committee Members (4) (*In Attendance):

Keyonna Butler	*Jon-Jon Penn	*Christa Ross	Kelley Saunders	*Lakisha Owens
Chandra Matthews	*Katesha Yarborough			