

Wake Forest Human Relations Council

Minutes  
October 25, 2012  
7:05 p.m.

**Members Present:** Henrietta Coursey, Kevin Jones, Roger Rivera, Bill Slater, Taneisa Butler, Alecia Dysard and Allyson Rayfield.

**Absent:** Angelo Pettis & Claudia Bradley

**Staff Present:** Anne Hine and Tammy Moody

**Call to Order:** The meeting was called to order at 7:05 p.m. by Chairwoman Henrietta Coursey.

**Items for discussion:**

**Review Suggestions for Good Neighbor Day** – The review was presented by Roger Rivera on what went well and improvements for 2013. A lot of suggestions were made in addition to the attached. The additional suggestions included:

- Bring your own chair
- Spread the face painters and the balloon artist in different locations around the park
- Get different ideas (ex. from the Boys & Girls Club) and get the Youth Advisory Board to help out with the activities.

Other comments:

The Fire Department said that they will come and help set up if needed and Smithfield Barbeque will donate sweet tea if given enough notice of the event.

Lots of positive feedback from the event and the Council thanked Co-Chairman Rivera for putting together the list of what worked well and improvements. Good Neighbor Day was great, everyone did an excellent job!

**Review of HRC 2012 Annual Report and Bi-laws**

Chairman Henrietta Coursey presented the Council with a copy of the 2012 Annual Report and the HRC Bi-Laws for their reading and Commissioner Anne Hines went over the Bi-laws with the Council. Both thanked the members for doing an excellent job. Chairman Coursey thanked the Town for the funds that were budgeted for this fiscal year. (attached) Commissioner Hines stated that as far as the bi-laws are concerned attendance is a must for the nine member board and she went over the terms for the Council. Chairman Coursey is requesting that Town Manager Mark Williams attend the January

meeting to address the duties of the Human Relations Council because new members will be appointed and this will be a good time for the Council to address any questions that they may have.

### **Planning-Sponsors Holiday Breakfast/Evening Reception**

The Council wants to sponsor a breakfast or reception for the vendors that donated money and time for Good Neighbor Day. The time has been set for perhaps January since we are approaching the holiday season. This event will be for all vendors that have donated and participated since Good Neighbor Day started seven years ago. The Council will continue to discuss this at the November meeting.

A lot of suggestions were made which include, having a subcommittee and presenting flyers for the event in 2013.

It was also stated that some sponsors need to know in January for donations for the 2013 Good Neighbor day event. It was mentioned that Rex, McDonalds, Kohl's, Aldi's, Target and Walmart to name a few need to be notified about GND 2013 in January.

### **Review of New Member Screening Procedures**

Chairman Coursey, Taneisa Butler and Bill Slater's terms will end Dec. 31, 2012 and they have to re-apply and follow the screening procedure sets by the Board of Commissioners for re-election to the Human Relations Council. The new procedure indicates that the potential members meet with the Human Relations Council and the HRC will make recommendations to the Board of Commissioners. Each applicant will meet with the HRC at the next meeting in order to proceed with the recommendations to the Board of Commissioners.

With no further business to come before the Council, Allyson Rayfield made a motion, seconded by Kevin Jones to adjourn the meeting at 8:20 p.m.

Respectfully submitted by,

Henrietta Coursey, Chair

Tammy Moody, Staff Liaison

Regular Meeting – November 8, 2012  
December 27, 2012

## Suggestions received to improve Good Neighbor Day - 2012

- Enlisting the help of the Wake Forest/Rolesville HS ROTC for setup/break down.
- Eliminating the live bands/performers in favor of Brian to DJ with popular tunes (Side note: I thought it was a nice touch that given his familiarity with the local businesses, he could include additional information about the businesses during the giveaways)
- Move one of the entertainers (balloon guy/face painters) to the other side of the park so that it's not as congested with people lining up right by the playground (Side note: The two ladies with the face painting table did an amazing job on the kids!)
- Consider adding a teen/adult corn hole competition (good way to distribute some of the giveaways). Without the stage next year and fewer chairs, there would be space for the teens/adults to be part of an organized activity.
- We need to buy more T-shirts for kids and Extra Large.
- We need two balloon artists.
- We need more face painters.
- We need to clear an area in the middle for people to congregate
- Have more promotion (in schools, churches, supermarkets)
- Film the event and have it run in the Town's TV station
- The local commerce is willing to cooperate as demonstrated by the contributions that Alecia obtained.
- To facilitate the application process for the awards, we should set up an online application.
- Within the HRC establish a sub-committee that will be in charge of seeking nominations.
- We need more nominees for 2013.
- Promote nominations on the front page of the Wake Forest site.

- Invite high school bands to come and perform at the park during GND.
- Don't group the main tents. Instead spread them throughout the park.
- Retain some prizes to the very end and offer them to individuals willing to clean and disassemble at the end of the event.
- Stop all activities when handing out the awards so that the attention of the guests is focused on this recognition.
- Have somebody from the electrical power company to test the electricity prior to the event.
- A breakfast should be offered to those firms and individuals that gave us sponsorship.
- Assign somebody from the HRC for breakdown and clean up of the park

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With this collection of suggestions on what transpired during Good Neighbor Day (2012) we intend to identify what went well. Collaboration, the drive to obtain giveaways, distribution of work, and response of all HRC members was commendable. I am sure that with the above recommendations our GND in 2013 will be the best one ever!

## HUMAN RELATIONS COUNCIL -- BUDGET -- 10/15/20112

No Carry-Over from 2011 Allocation  
New Fiscal Year as of July 1, 2012

Original Budget (FY 2012 - 2013)	7,500.00
<b>GND Proposed Invoice Pledges</b>	
Rex Healthcare	1,000.00
Power Secure	1,000.00
<b>Total Revenues through 10/30/2012</b>	<b>\$9,500.00</b>
Expenses through 10/30/20112:	
2012 Good Neighbor Day	
Classic Party Rentals	1,480.00
Brian Pate DJ/Sound Entertainment	800.00
Joeseeph Kosar/Secret Drive Band	400.00
Michael Shenhouse (balloon artist)	300.00
Steve's T's & Uniforms (t shirts)	2,885.00
Ebony Face Painting (2 Painters)	544.50
Supplies P-card	72.03
<b>Less Total Expenses (GND)</b>	<b>\$6,481.53</b>
<b>AVAILABLE FUNDS AS OF 10/15/2012</b>	<b>\$3,018.47</b>