

Minutes– Program Planning

Date and Time: November 19, 2024 , 2PM

Location: Teams

In Attendance: Daniel Chesney (OES), Djimon Jones (OES), Sharon Mathews (SO), Brianna Moore (AL), Danielle Bunner (BE), Kristin Williamson (OES), Saidah Yakasai (RE), Ryn Lewis (ED)

Items of discussion:

1. Each team member report back on groups you reached out to

Daniel

- Oklahoma Geology Society (contacted and asked them to consider this year's theme and the next (Dinosaurs). They are enthusiastic and we are moving forward with this group
- Kismet theatre (this group asked for more information but did not confirm a strong yes or no)

Sharon

- RACE Dance Collective (no response but organization is in the middle of Nutcracker performances)
- Swing Out OKC (responded and are interested)
- Bricktown Clown Collective (responded and are interested)

Danielle

- Science Museum (are interested and are working on their offerings)
- Oklahoma City Contemporary (OK Contemporary emailed all instructors and Danielle is waiting for the individuals interested to get in contact)
- Writing (Scrapping pursual because of LitFest)
- Comics (they are coming up with two program offerings for every age group),
- Artful Okie (Scrapping because of no response)

Djimon

- Native Farming Solutions (are interested and are working on their offerings)
- OKCMOA (emailed with no response although, in the past, they respond with all information needed)
- Timber Farms (are interested and are working on their offerings)

Kristin:

- Mary Sholly (emailed and responded with interest and program offering (i.e., All supplies included. Ages for programs include 5-12, 13-19, and Adults
- Contact Arts Council about Inspyr Circus

Brianna:

- Larry Daniel (program details received)
- Sew Bewitching (agreed but waiting for program details)
- The Wood Craving Club (no response)
- Wood Crafting Club (no response but will check back next week)
- Will reach out to potential programming recommendation .

Saidah

- Cultural Ideas: First American Museums; Festival of the Art (multicultural tables; Greek Festival; Lebanese Association; Irish Heritage Group, etc.

Ryn

- KAPWA (is a Philippine American organization that is very interested – waiting for program details)
- The OK Czech organization (very interested and feels that presenting with us aligns with their mission statement – waiting for program details)

Danielle Idea: Marketing Aspect: Color your world with Dance then all the dance events
Color your world with Art and list all the art programs, etc.

2. Do we want to send out some communication to branches now to help them be prepared to select times? See potential content below.

- December 1st: Send out pre-Program Planning informational form to locations and managers
- Email will let branches know we will want parameters for preferred day and/or time, not specific date requests when selecting programs
- Remind branches this comes out of local programming budget

4. Steps for moving forward and finalizing presenters

- Receive program descriptions from organizations and instructors by December 15th, 2024
- Receive and submit paperwork from organizations and instructors by January 15th, 2025
- Catalog will be given to staff by early January, branches will have till mid January to respond
- Schedule finalized by early February

5. Review the back-up list. Do we want to reach out to anyone and consider additional options
Decided to not pursue additional groups at this time

Discussion of responsibilities of work group and potential mini sub committees

WUFOO Form Committee: Kristin, Djimon and Sharon

Scheduling Committee: Brianna, Sharon, Ryn and Danielle

Catalog Creating Committee: Brianna and Saidah

Marketing Committee: Daniel and Djimon

Danielle and Daniel will review email templates and forms and notify group when they are ready to use.

Set next meeting date: December 3rd @ 3PM on Teams