



AGENDA

REGULAR JUNETEENTH COMMISSION MEETING

OAK PARK, MICHIGAN
MARCH 11, 2026
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

A. MEMBERS:

Stephanie Crawford - Council Member
Kevin Keys - Chair
Rita Lockridge - Co-Chair
Alicia Edwards
Lonnie Tabb-Upshaw
Glenda Stainback
Cheryl Daniel
Adam Owczarzak — Deputy City Manager

New Member Introduction — Larmender Davis

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

A. Approval of 02-11-26 Meeting Minutes

5. OLD BUSINESS

A. Venue Update — OPHS Auditorium Confirmed

B. Fundraiser Flyer Review

C. 2025/2026 Budget Numbers

6. NEW BUSINESS

7. COMMISSIONER REPORTS

A.

Fundraising (Stainback)

Budget Subcommittee

Program/Booklet Subcommittee (Crawford/Tabb-Upshaw)

Venue Subcommittee

Sound/Audio Subcommittee

Walk Subcommittee

Swag Subcommittee (Crawford/Edwards)

Book Subcommittee

Food Truck / Ice Cream Truck Subcommittee (Edwards/ Daniel)

Scholarship/Essay Subcommittee (Lockridge/Daniel)

Additional Subcommittees (as needed)

8. ADJOURNMENT



MINUTES

REGULAR JUNETEENTH COMMISSION

OAK PARK, MICHIGAN
FEBRUARY 11, 2026
6:00 PM

1. **CALL TO ORDER**-The meeting was called to order at 6:01 PM.
2. **ROLL CALL**
 - A. **MEMBERS:**
 - Stephanie Crawford - Council Member (Present)
 - Lonnie Tabb-Upshaw
 - Glenda Stainback
(Present)
 - Rita Lockridge
(Excused)
 - Kevin Keysiii, III
(Present)
 - Cheryl Daniel
(Present)
 - Alicia Edwards
(Present)
 - Vacant
 - Adam Owczarzak - Deputy City Manager (Present)
3. **APPROVAL OF AGENDA**-There was a request to amend the agenda to include information submitted to Adam regarding Ms. Opal Lee, coined the grandmother of Juneteenth, as item 6D. There was a proper motion and vote to approve the agenda with this amendment.
4. **OLD BUSINESS**
 - A. Appointment of Sub Committee Chair & Members
 - Juneteenth Walk-Juanita Bell led this last year. Councilwoman Crawford will connect with her to confirm her participation for 2026.
 - Fundraising-G. Stainback was identified as chairman.
 - Food-A. Edwards was identified as the chairman. C. Daniel will support.
 - Food trucks are the best option. Additional vendors should be considered. A. Owczarzak and Councilwoman Crawford will secure free ice cream for attendees.
 - Program/Booklet-Councilwoman Crawford and Lonnie Tabb-Upshaw were identified as chairmen.
 - A guest speaker will be considered. A request for the appearance of Lieutenant Governor Gilchrist II will be submitted.
 - Contact with last year's soloist has already occurred.
 - Chairman Tabb will secure a choir.
 - The band and mime performances received good feedback will be considered again this year.
 - Swag-Councilwoman Crawford and A. Edwards were identified as chairmen.
 - So far, T-shirts and book giveaways are under consideration. Councilwoman Crawford will bring designs to the next meeting.

- Scholarship/Essay-R. Lockridge, C. Daniel and were identified as chairmen.
- Community Outreach-all committee members will support this endeavor.
- Media-Committee members with media requests should complete action through the Oak Park Communications Director/Public Information Officer (Britney Toth)

B. Discuss Venue Options

- The Oak Park Event Hub will not be open until 06/30/2026, so this location cannot be used. Oak Park High School has been contacted, and the booking form has been requested. A. Owczarzak will follow up if there is no response by 02/16/2026. An itemized list of costs will be requested at the beginning of the booking process.

5. NEW BUSINESS

A. Fundraiser Flyer

- The fundraiser flyer needs to be amended to include ad sizes for purchase. The pricing tiers will include full, half, and quarter-page ads for \$1000, \$500, and \$250.
- There was discussion among committee members regarding keeping the program separate from the booklet. Pros and cons were considered. There was a proper motion and vote to produce a souvenir booklet that includes the program.

B. Create Action Items/Planning Timeline

- Committee members were asked to return to the next meeting with ideas for this year's theme
- Program/Booklet subcommittee members will bring a list of potential performers for consideration
- The flyer will be updated and finalized prior to the next commission meeting. The target date for distribution is 02/20/2026.
- A. Owczarzak will provide a municipal business list to the fundraising subcommittee
- A. Owczarzak will secure the venue for the program as soon as possible
- A draft of the program should be provided at the March meeting and solidified by April for printing.

C. New Member Update

- Prior applicants are being considered along with two additional applicants. The City Council will appoint a new member who will attend the March meeting.

D. Opal Lee (Grandmother of Juneteenth)-Information regarding Ms. Opal Lee was reviewed. We will not consider asking her to attend; however, the program subcommittee will reach out to see if there is media that can be used for this year's program. Additionally, the book that she authored will be considered for purchase as a keepsake.

6. COMMISSIONER REPORTS-Chairman Keysiii explained norms that will be adopted during meetings. Chairman Keysiii would like the commission to begin next year with a surplus in the budget.

7. ADJOURNMENT-The meeting was adjourned at 7:03 PM

2025 Juneteenth Budget

	<u>Description</u>	
Revenue		
	John Wesley AMEZ Church	\$ 250
	Rollover funds	\$ 6,150
	City annual contribution	\$ 5,000
	Torgow Family	\$ 5,000
	Erik Tungate	\$ 250
	Back in the Day Credit:Already pa	\$ 2,800
	DTE	\$ 1,000
	Thomas Stallworth	\$ 500
	Mayor McClellan	\$ 1,000
	Judge Horowitz	\$ 500
	OP/HW DEM CLUB	\$ 250
	Council Woman Stephanie Crawford	\$ 250
	Mayor Pro Tem Shaun Whitehead	\$ 500
	Michelle & Jeffrey Appel	\$ 100
	<u>Mallory McMorrow</u>	<u>\$ 100</u>

Expenses

\$ 23,650

Total

	<u>Description</u>	
Scholarships	<u>15@\$500</u>	\$ 7,500
Swag		\$ 1,412
OPHS Staff Cost		\$ 6,834
T-Shirts		\$ 1,371
Amazon gift cards		\$ 800
Books		\$ 744
DJ		\$ 350
Decorations		\$ 350
Rayven LaSean		\$ 100
Larry Whitfield		\$ 250
Back in the Day		\$ -
Top Dogg		
Mobile Museum		\$ 3,100
Facebook Ad		\$ 500
Walk		\$ 1,000
Total		\$ 24,311

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Expense
Revenue