**22 January 2013**

**SUBJECT: MINUTES OF THE LEAVENWORTH COMMUNITY SERVICE ORGANIZATION (CSO) QUARTERLY MEETING HELD THURSDAY 10 JAN 2013**

1. The Leavenworth Community Service Organization conducted its quarterly meeting on Thursday, January 10, 2013 within the meeting room of JW Crancer’s, 530 Delaware Street, Leavenworth, Kansas. Advance notices were sent out to member organizations announcing the meeting and stating the purpose of the meeting:

* To coordinate calendars and synchronize events.
* To plan and organize the upcoming Black History Month (BHM) program to be held February 23, 2013.

2. Organizational representatives were asked to sign-in and check the information on the point of contact (POC) roster. Leavenworth CSO officers and organization representatives were present as follows:

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|  | **Organization** | **Representative** |
| **1** | **CSO President** | **Ronald Coaxum** |
| **2** | **CSO Vice President** | **Rik E. Jackson** |
| **3** | **CSO Secretary** | **Laura J. Coaxum** |
| **4** | **CSO Treasurer** | **Rachel Inabinett** |
| **5** | Art In Motion Drama Troupe | None Present |
| **6** | **Alpha Kappa Alpha Sorority** | **Rachel Inabinett** |
| **7** | **Alpha Phi Alpha Fraternity** | **Mike Law** |
| **8** | Blacks In Government | None Present |
| **9** | Churches United For Our Youth | None Present |
| **10** | **Delta Sigma Theta Sorority** | **Renee Wilson** |
| **11** | First City Riders | None Present (Inactive) |
| **12** | Kappa Alpha Psi | None Present |
| **13** | **Les Novelettes Social Club** | **Joyce Jones** |
| **14** | **NAACP** | **Joe Clark** |
| **15** | **Order of Eastern Star Fidelity #9** | **Louise Turner****Kathaleen Cannon** |
| **16** | **Omega Psi Phi Fraternity** |  **Randy Jeter** |
| **17** | Phi Beta Sigma Fraternity | None Present |
| **18** | Play Bounce and Jump | None Present |
| **19** | **Prince Hall Masons Mt. Olive #3** | **Johnnie Wade, Sr.****Eric Cannon** |
| **20** | **RACC&M** | **Mrs. Phyllis Bass** |
| **21** | **ROCKS, Inc.** | **Katreina Harmon** |
| 22 | Sigma Gamma Rho | None Present |
| **23** | **The Socialite Club** | **Louise Turner**  |
| 24 | Zeta Phi Beta | None Present |
| 25 | VFW Post 12003 | None Present |

3. The meeting was opened at 6:30 pm by Ron Coaxum with prayer and welcome remarks. Each attendee introduced self and their organization. Member organizations were asked to assign a CSO liaison person from within their organizations. In some cases the organization’s secretary was added to the POC list to ensure that the organization is consistently represented and informed.

4. The meeting agenda was as follows:

* Sign-in
* Opening Prayer
* Welcome & Introductions
* Overview/Purpose
* Review/Approval of Minutes
* Financial Status Report
* Calendar Review
* BHM Event
* Way Ahead
* Closing Prayer

5. The financial status of the CSO was reported: The beginning balance was $2232.44. A service charge of $5.00 was subtracted and a donation of $138.11 was added resulting in a new balance of $2365.55.

6. Each representative shared their organization’s schedule of events through April 2013. Many of these events are already included in the weekly CSO Newsletter available at <http://www.lvncso.org>. Reps were asked to send their organization’s upcoming events via flyers for posting on the CSO calendar and in the weekly newsletter to: info@lvncso.org *; or* *rcoaxum@kc.rr.com**; or* *Vengeance4rdi@aol.com*; or annsmoss@yahoo.com. All members are asked to support events going on in the community by attending (if possible), spreading the word and inviting others to support. Members are also encouraged to visit the CSO website at <http://www.lvncso.org>. Other items of interest to the group include PAIR Day, slated for March 9, 2013, and the Socialite Club upcoming 50th anniversary celebration later this year. (More information at a later date.)

7. Laura Coaxum presented an overview of the CSO Black History month program and recapped the preparations that had been made thus far:

* The 2nd Annual CSO BHM program will be held on Saturday, February 23rd, 2013 at 7:00 pm at the Riverfront Community Center from 7:00 pm until midnight. The theme is “Standing on the Shoulders of Giants”. This year’s guest speaker is BG Barrye L. Price, Deputy Director, Human Resource Policy, Department of the Army.
* Tickets are $20.00 per person. The event features a soul food buffet, entertainment, dancing, raffles and a cash bar. There will also be Black History Month exhibits chronicling the accomplishment of the organizations represented.
* The 2013 CSO BHM Committee consists of the following:

|  |  |
| --- | --- |
| **Committee/Responsibilities**  | **Chairperson** |
| **Program, Entertainment and Protocol** | **Laura J. Coaxum (Delta Sigma Theta)** |
| **Ticket Broker** | **Mike Law (Alpha Phi Alpha)** |
| **Publicity and Signage** | **Ron Coaxum & Rachel Inabinett (CSO)** |
| **Food** | **Debbie Clark (Socialites)** |
| **Cash Bar** | **Randy Jeter (Omega Psi Phi)** |
| **Hospitality** | **Eric Cannon (Prince Hall Masons)** **Joyce Jones (Les Novelettes)** |
| **Set-up and Tear down** | **Joe & Debbie Clark *plus*****One person from each organization** |
| **Black History Month Exhibits** | **Katreina Harmon (ROCKS)** |
| **Raffle** | **Louise Turner (OES)** |

* Actions completed include:
	+ Reserved the Riverview Room and the Women’s Room at the Riverfront Community Center.
	+ Applied for the liquor license for the cash bar.
	+ Coordinated with BG Price for transportation and lodging requirements. Details forthcoming.
	+ Notified Fort Leavenworth Executive Services office (courtesy).
	+ Secured Emcee for the program and Escort officer for BG Price. (Backup Speaker).
	+ Secured the People of Color Step Team and Miss Chancia Fairley as entertainment.
	+ Secured Walter McCullum as DJ.
	+ Arrange for event photography (KCShutterbug4U).
* Ticket Broker (Mike Law) will be ready to distribute tickets to organization representatives by February 1, 2013. ***Ticket money for tickets sold will be turned in February 21, 2013 at the Pre- execution meeting.***
* Coordination BHM committee meetings will be held as needed by teleconference. (Dates and Times TBD.)
* BHM committee Progress Review (PR) meeting will be held on **February 7, 2013 at 6:30 pm** at the **Richard Allen Cultural Center, 412 Kiowa Street, Leavenworth**.
* Ticket-money “turn-in” & **Pre-execution meeting** will be held on **Thursday, February 21, at 6:30 pm** at the **Richard Allen Cultural Center**.

8. The meeting was adjourned at 7:26 p.m. The next **COMMUNITY SERVICE ORGANIZATION (CSO) QUARTERLY MEETING** will be held on **April 11, 2013 at 6:30 pm** at the **Richard Allen Cultural Center**.

Respectfully Submitted,

Laura J. Coaxum

CSO, Secretary