

## RESTON BLACK FOCUS

Steering Committee Meeting  
June 10, 1974, 7:30 p.m.  
Home of Eileen Welch

Present: Doris Gilmore, Beverley Sharp, Chuck Smith,  
Sylvia Turner, and Eileen Welch.

Membership. The general mailing was discussed. Eileen reported that Fred Fresh had quoted \$50.00 for printing envelopes and forms. Dan Turner says there is no need to print envelopes, since we have our own hand stamp with the PO Box #. The mailing is to correct names, addresses, and phone numbers of present membership, and to request that dues be paid. The forms should be returned within 10 days of mailing. Membership cards should be issued to all paid up members, signed by a member of the Steering Committee (Welch). Bev suggested that the mailing should include the booklet which Ed Sharp is presently working on describing our purpose and activities. The booklet will be used for many purposes. Following the financial report, it was agreed that \$75.00 would be spent on printing and envelopes, not including postage.

Festival. Bev and Doris reported on Sunday's meeting on the Festival plans: Two co-chairmen chosen: Howard Robinson and Gloria Johnson; \$12,000 budget discussed; Festival-Dance shall be all one project; Laura Thomas will do walkthrough of all three plazas ( Hunters Woods, International Center, and Lake Anne) and report to group on Thursday, June 13, 8 p.m. at her house; Bev will work on publicity and will find others to work on publicity (Ed Sharp, Delores Frye, Kathy Lampkin, Lota Mushaw and possibly Bob Frye have agreed to help as of today); target date for PR materials including a 10- point statement describing Focus, a complete description of Focus' purpose and activities, and a press release announcing the festival--July 1; around July 1 we should invite officers from other black Reston and County groups to a get-together to solicit their involvement; information should go to press 6 weeks prior to festival; we must investigate insurance situation soon; Howard wants bio of each member of the Steering Committee.

Finances. Chuck reported that we have two accounts at the United Virginia Bank: \$2011.36 in the festival account; \$655.17 in the regular account. (See attachment). There are three outstanding checks (\$75) and \$1900 is a grant from the National Endowment for the Arts for the 1972 festival. Art Hawkins is working on the report needed for the final presentation to NEA. Three signatures should be on bank cards with two required on each check. These should be Sharp, Gilmore, and Smith, since each of us should be aware

of all money to be spent. We must find out who has PO Box Combination and decide who will be responsible for the mail. Sylvia said that Dan has the key (combination?). Bev suggested that Carol Bradley, secretary, should handle the mail.

Newsletter. Sylvia would rather not do the newsletter. She has asked Joyce Watson to gather information; Menda Ahart will help with mailing. Eileen will ask Clarestine Sumney to head the Newsletter Committee. Sylvia would prefer to chair the Social Committee. She was advised to find people willing to work with her.

Next Meeting. Scheduled for Monday, June 24, 1974, 7:30 pm at the home of Doris Gilmore.

Adjourned,

B. Sharp, Chairperson  
D. Gilmore, Acting Secretary



10 June 1974

① Change both to provide signatures by any two of three persons on Steering Committee

② ✓ OK acct - United Virginia Bank - Lakeside.  
a. Festival Acct. - 0-51-05-226  
b. Regular Acct. - 0-00-33-537

③ a. Bal. at 5/31/74 - \$ 2,011.36 (\$1900.00 from NEA)  
b. Bal. at 5/31/74 - \$ 655.17

2666.53

Reg. Outstanding a/c's, #267 15. -  
#268 35. -  
#266 25. -

\$ 2591.53

1972 - Grant Contacts

A. Institute for Services to Education.

Ed. Drake, President

Art. Hawkins (471-1730)

B. Cantor - National Endowment for the Arts.