

Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, September 24, 2019 2:49 PM
To: Lois Fogarasi
Subject: FW: MLK Logo
Attachments: MLK Graphic 2018.jpg

Hi Lois,

This is the new MLK logo- can yo use this to make envelopes? Can we order more stationary and envelopes. Its getting to be that time

Thank you

From: Ellsworth, Kelli <KELLsworth@LAFCU.com>
Sent: Tuesday, September 24, 2019 2:40 PM
To: Elaine Hardy <ehardy@cityofeastlansing.com>
Subject: RE: MLK Logo

Here you go!

Kelli Ellsworth Etchison
Chief Marketing Officer



106 N. Marketplace Blvd.
Lansing, MI 48917
517.622.6550
lafcu.com
"All In"

From: Elaine Hardy [<mailto:ehardy@cityofeastlansing.com>]
Sent: Tuesday, September 24, 2019 1:13 PM
To: Ellsworth, Kelli; Nicole Bartell
Subject: MLK Logo

Ladies,

May I have a digital copy of the logo to make envelopes.

Thankyou

Elaine Hardy
City of East Lansing
517 319-6942
ehardy@cityofeastlansing.com

Lois Fogarasi

From: Elaine Hardy
Sent: Wednesday, October 16, 2019 10:36 AM
To: Thyra Foster; Mary Kay Williams; Cheryl McKeel; Phil Booth; Kathy Luce; Tristan Guthrie; Eduardo Gomez; Kailee Ford; Renee Weirauch; Brooke Graber; Kathryn Morris; Steven Morgan
Cc: Lois Fogarasi
Subject: MLK Commission Scholarship Packets

Good Day All,

The Dr. Martin Luther King Jr. Commission of mid- Michigan recently sent scholarship packet applications to area schools. We will be receiving them as drop off or through regular mail to the Community Center. Typically the Commission receives over 300 application packets. When packets are received through mail or dropped off, will you please place them in my box or on my desk.

Thank you

Elaine Hardy
City of East Lansing
517 319-6942
ehardy@cityofeastlansing.com

East Lansing Hannah Community Center
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Lois Fogarasi

From: Elaine Hardy
Sent: Friday, October 25, 2019 1:45 PM
To: Lois Fogarasi
Subject: RE: MLK Mailing

Lois,

I will send the letter over momentarily- do you still have the address file from last year?

From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Tuesday, October 22, 2019 9:44 AM
To: Elaine Hardy <ehardy@cityofeastlansing.com>
Subject: RE: MLK Mailing

Hi-
Feel free to send me the file- I will work it in somewhere this week – probably Friday.

Are you available to approve the deposit?

Thanks!

From: Elaine Hardy <ehardy@cityofeastlansing.com>
Sent: Tuesday, October 22, 2019 9:31 AM
To: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Subject: MLK Mailing

Lois,

When does your schedule permit you to prepare the labels and letter for the MLK Mailing?

Elaine Hardy
City of East Lansing
517 319-6942
ehardy@cityofeastlansing.com

East Lansing Hannah Community Center
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Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, November 5, 2019 4:44 PM
To: Lois Fogarasi
Subject: FW: MLK Ticket Sales

Lois,
Can we get MLK program tickets set up in the system for the 2020. I received the printed tickets today and should have tickets available at for the front desk sometime next week-

Thank you

From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Wednesday, December 12, 2018 3:36 PM
To: A'myja Payton-Benford <abenford@cityofeastlansing.com>; Brooke Graber <bgraber@cityofeastlansing.com>; Cheryl McKeel <cmckeel@cityofeastlansing.com>; Eduardo Gomez <egomez@cityofeastlansing.com>; Kate Maninga <kmaning@cityofeastlansing.com>; Kathy Luce <kluce@cityofeastlansing.com>; Mary Kay Williams <mwilliams@cityofeastlansing.com>; Melissa J. Smith <mjsmith@cityofeastlansing.com>; Michael McDonald <mmcdona@cityofeastlansing.com>; Phil Booth <pbooth@cityofeastlansing.com>; Renee Weirauch <rweirau@cityofeastlansing.com>; Thyra Foster <TFoster@cityofeastlansing.com>; Tristan Guthrie <tguthrie@cityofeastlansing.com>
Cc: Elaine Hardy <ehardy@cityofeastlansing.com>; Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Subject: MLK Ticket Sales

Hi Guys-

We have available at the desk a limited amount of tickets available for the MLK Holiday Commission Luncheon on 1/21/19.

These tickets are \$50 each or \$400 for a full table of 8 tickets.

These should be sold under MISC posting, with the description: "Table # ____, 1 ticket-CK#__" The GL Code is 105532, cost Cntr "CC"

I am putting 7 batches of tickets (8 tickets each table batch) at the front desk in the top file drawer in a blue bag-inside the bag will have a seating chart as to where the tables are located and each ticket is labeled with the table number in the bottom right corner. There will also be a spreadsheet with the tickets- please fill this out with the name of the person/business purchasing, payment method, date and your initials for each sale you make.

Please let me know if you have any questions regarding ticket sale entry in RecTrac. Any questions related to the actual Luncheon should be directed to Elaine.

Thanks so much for all your help!

*Lois M Fogarasi
Administrative Assistant, Childcare Accounts Manager & Group Reservations, Family Aquatic Center
East Lansing Hannah Community Center
819 Abbot Road
East Lansing, MI 48823*

Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, November 19, 2019 3:13 PM
To: Lois Fogarasi
Subject: MLk ticket sales

Hi Lois,

I have MLK luncheon tickets – Will you please set up our ticket process in Rectrack- I would like to have the same procedure as last year.- that we identify ticket purchasers and table number on a grid.

Thank you

Elaine Hardy

City of East Lansing

517 319-6942

ehardy@cityofeastlansing.com

East Lansing Hannah Community Center
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Lois Fogarasi

From: Elaine Hardy
Sent: Monday, November 25, 2019 9:34 AM
To: Mary Kay Williams
Cc: Lois Fogarasi
Subject: MLK Tickets

Mary Kay,

Will you please pull tables 105 & 106 from our tickets to sell- they are for the orchestra. We will bring two tables to replace those-

Elaine Hardy

City of East Lansing

517 319-6942

ehardy@cityofeastlansing.com

East Lansing Hannah Community Center

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Lois Fogarasi

From: Elaine Hardy
Sent: Monday, February 3, 2020 11:45 AM
To: Lois Fogarasi
Subject: RE: Evening with Joanne Bland

Hi Lois,

Yes- assign it to the MLK Commission. I am not sure how much (if any) revenue we are going to get from ticket sales- The event is Tuesday February 11, 6:00 PM Albert A White Theater- donation is 10 per ticket- families 20 (up to 5 tickets) – I sent you a flier I about the event n InDesign today I cannot open it, I was hoping you could.

Thank you

From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Monday, February 3, 2020 11:40 AM
To: Elaine Hardy <ehardy@cityofeastlansing.com>
Subject: RE: Evening with Joanne Bland

Hi Elaine-

Where should the revenue from this event be assigned? Are we cutting a check for this back to the MLK commission like we do with the luncheon tickets? Can you provide details on the event so I can share with the staff?

Thanks,

Lois M Fogarasi
Guest Services and Accounts Coordinator
East Lansing Hannah Community Center
819 Abbot Road
East Lansing, MI 48823
517-319-6949

From: Elaine Hardy <ehardy@cityofeastlansing.com>
Sent: Friday, January 31, 2020 12:50 PM
To: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Subject: Evening with Joanne Bland

Lois,

I finally have tickets for an evening with Joanne Bland, would you please set them up in the system- we are asking for a \$10.00 donation- I would ask that staff use this language rather than tell guest tickets are \$10.00, as we do not want to prevent any person who may not be able to purchase a ticket at this time from attending. We are unable to use the high school due to cost.

I have a Bio of Mrs. Bland if you think it would be helpful for the staff.

Thank you

Elaine Hardy

City of East Lansing

517 319-6942

ehardy@cityofeastlansing.com

East Lansing Hannah Community Center

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Lois Fogarasi

From: Andrea Smith
Sent: Monday, December 19, 2022 9:00 AM
To: Lois Fogarasi; Audrey Kincade; Elaine Hardy
Subject: RE: MLK Ticket Sales

The account of 701.3790 is correct and tied to the bank account. Let me know if there is anything else we need to be aware of or do for this. Thank you.

Andrea Smith, MiCPT
Treasurer
City of East Lansing
410 Abbot Rd
East Lansing, MI 48823

(517)319-6917
asmith@cityofeastlansing.com

From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Friday, December 16, 2022 8:26 AM
To: Audrey Kincade <akincad@cityofeastlansing.com>; Elaine Hardy <ehardy@cityofeastlansing.com>; Andrea Smith <asmith@cityofeastlansing.com>
Subject: RE: MLK Ticket Sales

Hi All,
I can provide a little back ground on this. We previously, before COVID, would handle the MLK Luncheon Ticket Sales at the Community Center front desk. I know that there is a payment code in New World for the sales that I have access to, PR047 I think that it is linked to account code 701.3790 but I am not positive if that account is still valid or needs to be updated to something else.

Thank you,

Lois M Fogarasi
Guest Services and Accounts Coordinator
East Lansing Hannah Community Center
819 Abbot Road
East Lansing, MI 48823
517-319-6949

From: Audrey Kincade <akincad@cityofeastlansing.com>
Sent: Thursday, December 15, 2022 3:14 PM
To: Elaine Hardy <ehardy@cityofeastlansing.com>; Lois Fogarasi <lfogarasi@cityofeastlansing.com>; Andrea Smith <asmith@cityofeastlansing.com>
Subject: RE: MLK Ticket Sales

Elaine – since I don't know anything about the process I think I'm going to pass this on to Andrea. She is the revenue point person for most things, so it may be better to have her involved from the start.

Audrey Kincade, CPA

From: Elaine Hardy <ehardy@cityofeastlansing.com>
Sent: Thursday, December 15, 2022 3:08 PM
To: Audrey Kincade <akincad@cityofeastlansing.com>; Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Subject: RE: MLK Ticket Sales

Audrey,

I really don't have questions, I wanted to make sure we were all on the same page- and to refamiliarize ourselves with the process-

From: Audrey Kincade <akincad@cityofeastlansing.com>
Sent: Thursday, December 15, 2022 2:12 PM
To: Lois Fogarasi <lfogarasi@cityofeastlansing.com>; Elaine Hardy <ehardy@cityofeastlansing.com>
Subject: RE: MLK Ticket Sales

We could try to talk after Steering? Do you have some questions you could send over ahead of time in case I need to bring in Andrea to the discussion?

Audrey Kincade, CPA

From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Thursday, December 15, 2022 2:10 PM
To: Elaine Hardy <ehardy@cityofeastlansing.com>; Audrey Kincade <akincad@cityofeastlansing.com>
Subject: RE: MLK Ticket Sales

Hello-

I am happy to meet, however with the upcoming Holiday my availability is limited. I only have time Monday, December 19 any time after 1pm.

Happy Holidays!

Lois M Fogarasi
Guest Services and Accounts Coordinator
East Lansing Hannah Community Center
819 Abbot Road
East Lansing, MI 48823
517-319-6949

From: Elaine Hardy <ehardy@cityofeastlansing.com>

Sent: Thursday, December 15, 2022 12:00 PM

To: Lois Fogarasi <lfogarasi@cityofeastlansing.com>; Audrey Kincade <akincad@cityofeastlansing.com>

Subject: MLK Ticket Sales

Good Day,

I am hoping we might have a brief meeting regarding the sale of MLk Day of celebration Tickets at the East Lansing Hannah Community Center – do either of you have availability tomorrow or next week?

Elaine Hardy

She/Her

Director Department of Diversity, Equity & Inclusion

Human Rights Commission

City Of East Lansing

517 319-6942



Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, January 3, 2023 10:20 AM
To: Lois Fogarasi; Kathryn Jackson
Subject: Re: MLK Music of The Dream Orchestra Rehearsal

No we have not. It looks like if we are going to have a rehearsal there. It will be on January 8 but I am still waiting to hear back from the symphony. We typically do not need a set up. We just need to have chairs available for the orchestra members.

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From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Tuesday, January 3, 2023 10:19:17 AM
To: Kathryn Jackson <kjackson@cityofeastlansing.com>; Elaine Hardy <ehardy@cityofeastlansing.com>
Subject: RE: MLK Music of The Dream Orchestra Rehearsal

Hi Elaine-

I wanted to check in regarding the MLK Orchestra rehearsal, did the group land on a date? If so can you please let us know? I want to coordinate with our custodial staff to ensure we have the room set up for the group.

Thank you!

Lois M Fogarasi
Guest Services and Accounts Coordinator
East Lansing Hannah Community Center
819 Abbot Road
East Lansing, MI 48823
517-319-6949

From: Kathryn Jackson <kjackson@cityofeastlansing.com>
Sent: Friday, December 16, 2022 1:34 PM
To: Elaine Hardy <ehardy@cityofeastlansing.com>
Cc: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Subject: MLK Music of The Dream Orchestra Rehearsal

Hi Elaine,

I have placed a hold on the banquet hall for Mon. January 4, Sun. January 8, and Thurs. January 12 for a rehearsal for the orchestra. Please let me know what date they decide on, and if you need anything else!

Kind regards,
Katy

Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, November 26, 2019 12:42 PM
To: Lois Fogarasi
Subject: Copier Resource's

Lois,

While trying to print MLK envelopes I am getting an error message from the copier with regard to toner. Apparently all of the color toner cartridges are low and therefore will not allow me to print. I am happy to change them out if we have them still.

Thank you

Elaine Hardy
City of East Lansing
517 319-6942
ehardy@cityofeastlansing.com

East Lansing Hannah Community Center
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Lois Fogarasi

From: Elaine Hardy
Sent: Friday, November 22, 2019 3:16 PM
To: Lois Fogarasi
Subject: MLK Stationary

Lois,

Would you please order more envelopes and stationary for MLK?

Thank you

Elaine Hardy
City of East Lansing
517 319-6942
ehardy@cityofeastlansing.com

East Lansing Hannah Community Center
Plan your next EVENT with us

Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, November 5, 2019 10:48 AM
To: Lois Fogarasi
Subject: MLK Mailing

Good Day,

Have we received the clear labels? Do you think we can get the mailing out this week-

Elaine Hardy
City of East Lansing
517 319-6942
ehardy@cityofeastlansing.com

East Lansing Hannah Community Center
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Lois Fogarasi

From: Elaine Hardy
Sent: Tuesday, December 13, 2022 6:56 PM
To: Lois Fogarasi; Akua Ekye-Addai
Cc: Kathryn Jackson
Subject: RE: MLK Commission Meeting December 19

Thank you Lois,

This will work just fine, will you also schedule the theater lobby for January 13 for our annual press conference-

Thank you again

From: Lois Fogarasi <lfogarasi@cityofeastlansing.com>
Sent: Tuesday, December 13, 2022 4:45 PM
To: Elaine Hardy <ehardy@cityofeastlansing.com>; Akua Ekye-Addai <aekye@cityofeastlansing.com>
Cc: Kathryn Jackson <kjackson@cityofeastlansing.com>
Subject: MLK Commission Meeting December 19

Hello-

I just wanted to confirm that the attached set up is adequate for the Monday, December 19 – MLK Holiday Commission meeting.

Please let me know if you need anything additional or would like to see changes to your set up.

Thank you,

Lois M Fogarasi
Guest Services and Accounts Coordinator
East Lansing Hannah Community Center
819 Abbot Road
East Lansing, MI 48823
517-319-6949



East Lansing Parks & Rec
Jane's Report

Begin Date	BeginTime	EndTime	Facil	Reservation Purpose	Rsv#	Fee Amount	Fee Paid
10/21/2019	5:30pm	8:00pm	211 First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
07/15/2019	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
08/19/2019	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
09/16/2019	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
11/18/2019	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
12/16/2019	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
01/06/2020	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
01/13/2020	5:30pm	8:00pm	EXEC First Name	MLK Commission of Mid Michigan Last Name COEL MLK Commission	33268	0.00	0.00
08/05/2019	5:00pm	7:00pm	EXEC First Name	MLk Speakers Committee Meeting Last Name COEL MLK Commission	33733	0.00	0.00
08/06/2019	5:00pm	7:00pm	EXEC First Name	MLk Program Committee Meeting Last Name COEL MLK Commission	33733	0.00	0.00
09/23/2019	5:30pm	7:00pm	EXEC First Name	Program Committee Meting Last Name COEL MLK Commission	33978	0.00	0.00
10/01/2019	5:30pm	7:00pm	EXEC First Name	MLk Program Committee Meeting Last Name COEL MLK Commission	34007	37.50	37.50
02/11/2020	6:00pm	8:00pm	AUD First Name	Journeys for the Soul Joane Bland Last Name COEL MLK Commission	34097	0.00	0.00
01/07/2020	6:00pm	9:00pm	BANQ First Name	MLk orchestra rehearsal Last Name COEL MLK Commission	34097	0.00	0.00
01/14/2020	6:00pm	9:00pm	BANQ First Name	Ochestra rehearsal Last Name COEL MLK Commission	34097	0.00	0.00



East Lansing Parks & Rec
Jane's Report

Begin Date	BeginTime	EndTime	Facil	Reservation Purpose	Rsv#	Fee Amount	Fee Paid
03/25/2021	9:00am	4:00pm	EXEC First Name	History Makers Project (video taping interviews) Last Name COEL MLK Commission	39504	175.00	175.00
03/26/2021	9:00am	4:00pm	EXEC First Name	History Makers Project (video taping interviews) Last Name COEL MLK Commission	39504	175.00	175.00
11/03/2021	5:30pm	7:30pm	EXEC First Name	committee meeting Last Name COEL MLK Commission	42127	50.00	50.00
10/17/2022	5:30pm	8:00pm	MULTI First Name	MLK Holiday Commission Meeting Last Name COEL MLK Commission	43242	90.00	90.00
11/21/2022	5:30pm	8:00pm	MULTI First Name	MLK Holiday Commission Meeting Last Name COEL MLK Commission	43242	90.00	90.00
12/19/2022	5:30pm	8:00pm	MULTI First Name	MLK Holiday Commission Meeting Last Name COEL MLK Commission	43242	90.00	90.00
03/20/2023	5:30pm	8:00pm	MULTI First Name	MLK Holiday Commission Meeting Last Name COEL MLK Commission	43242	90.00	90.00
10/25/2022	5:00pm	7:00pm	EXEC First Name Commission	MLK Meeting requested by Dr Lee June Last Name MLk Holiday	43722	50.00	50.00
01/13/2023	9:00am	11:30a	LOBBY First Name	Annual MLK Commission Press Conference Last Name COEL MLK Commission	43974	0.00	0.00
01/10/2023	5:30pm	6:30pm	EXEC First Name	MLK Commission Luncheon- Ticket Distribution- reque 44080 Last Name COEL MLK Commission		25.00	25.00

Report Summary Totals

Total Reservations: 11
 Deposit Amount: 25.00
 Deposit Paid: 25.00



East Lansing Parks & Rec
Jane's Report

Report Summary Totals Continued...

Fee Amount:	872.50
Fee Paid:	872.50
Total Amount Due:	0.00
