



**COMMUNITY APPEARANCE BOARD (CAB)
CITY COMMISSION CONFERENCE ROOM - EIGHTH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, DECEMBER 12, 2007 — 5:30 P.M.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE 1/07-12/07	
		<u>Present</u>	<u>Absent</u>
Annette Ross	A	0	4
Ayisha Gordon	A	3	1
Bess Gathers	P	3	0
Cathy Curry	P	3	0
Chip Burpee	P	2	0
Franci Bindler	A	10	1
Greg Stuart	P	10	1
John Castelli, Vice-Chair	P	11	0
Marilyn Mammano	P	5	0
Michael Cordts	A	8	3
Michael Friedman	A	7	4
Patrick McTigue, Chair	P	11	0
Pearl Maloney	P	2	1
Ron Fairchild	P	9	2
Scott Helms	A	3	3
Tom O'Loughlin	P	9	2

Staff Present

Monique Damiano, Staff Liaison, Public Works
Shannon Graham, Public Works
Hilda Testa, Recording Clerk, Prototype, Inc.

Call to Order/Roll Call

Patrick McTigue, Chair, called the meeting to order at 5:40 p.m.

Welcome New Members and Introductions

There were no new members present to introduce.

Approval of Minutes of November 14, 2007 Meeting

Motion made by Ms. Mammano, and seconded by Mr. Castelli, to approve the November 14, 2007 minutes. In a voice vote, the motion passed unanimously.

The Treasurer's report was provided by Mr. Stuart who reported in the CAB City Trust Account there is \$3,402.00; originally, there had been \$4,000; however, an expense of \$598.84 is being investigated by Ms. Damiano. In the Main Event account, there is \$3,338.28; there are no funds in the WOW account.

Ms. Damiano stated the City account is to be used for Board expenses; the Event account is for the Main Event (Board funds can be used for the Main Event also).

Mr. Castelli inquired regarding the difference of expenditures on plaques from 2006 to 2007 and was advised that in 2007 \$3,910 had been spent, with previous years having been less, depending upon the number of awards handed out. An inquiry was made about whether solid bronze plaques were currently being purchased. It was suggested that the bronze-like plaques should again be purchased to reduce costs.

Motion made by Mr. Stuart, and duly seconded, to find out the cost of the bronze-like plaques and report back to the Board. In a voice vote, the motion passed unanimously.

It was also suggested that a list be kept of "things to be remembered" for the Annual Event.

Ms. Maloney asked about the procedures for fund raising. Mr. Stuart stated that in a typical year, they have been able to raise revenues for the CAB events in the average amount of \$3,000.00. Sponsors such as real estate companies, housing developers, and commercial developers are contacted for placement of ads in CAB booklets. Individual CAB members solicit and do what they can, but there is no obligation to do so.

Ms. Mammano, regarding HOA newsletters and weekly publications, reported that she has received email addresses and web pages for four individual publications and, in addition, as a member of the Council of Civic Associations, has accessed all City Homeowner and Civic Association Presidents and web pages. In talking with persons regarding the WOW awards, she received an "incredibly overwhelming and positive response."

Ms. Mammano pointed out that many community groups (on and off) in the past have given out awards in their communities for the best house, home of the month, etc., although due to the threat of lawsuits have discontinued this practice. She explained that the CAB would provide the infrastructure for the awards, take pictures, and do the work involved; however, the Homeowner and Civic Associations would have to canvas their neighborhoods to provide the CAB with potential candidates. Ms. Mammano

agreed to make it her job to follow up in this regard, providing materials for further discussion as an item on the CAB's monthly agenda.

Notebook Updates

- ❑ **Provide 2008 Deadlines for WOW Entries**
- ❑ **Provide copies of any updates**

2008 deadlines for WOW entries were provided. Mr. Fairchild asked if District 1 was going to be deferred to the next meeting and was advised that the home had been voted on, but they were waiting to hear back if the homeowner would be at the January meeting.

WOW Awards

- ❑ WOW Selections
 - Status of December winner to be presented at January meeting
 - January nomination – Greg Stuart
- ❑ Assign WOW Nominations and fill in rotation schedule
- ❑ WOW note card text revisions and design
- ❑ HOA newsletters and weekly publications
- ❑ WOW web status
- ❑ WOW plaques from 2007 event

The December and January WOW presentations will be held at the January Commission meeting.

District 3 is scheduled for February 2008; March 2008 is District 4.

The 2008 volunteer schedule is as follows:

February	Ms. Curry, Ms. Gathers, Ms. Gordon
March	Chair McTigue, Mr. O'Loughlin
April	Ms. Mammano, Mr. Fairchild
May	Mr. Burpee, Mr. Stuart
June	Ms. Maloney, Ms. Curry
July	Mr. Castelli
August	No meeting/award

Ms. Damiano stated that she streamlined the WOW nomination form to cover all publicity, and, if agreed to by the homeowner, the property will be promoted in newsletters, on the web, etc., at the City's discretion.

Mr. Stuart provided information for the January nomination. He stated the home located at 707 NE 17 Court in the Middle River area is unique, and providing photographs and a

write-up to the Board members. Mr. Castelli pointed out that the front has a Zen-style garden and is an "interesting piece of property." Before-and-after pictures were available.

Motion made by Mr. Stuart, seconded by Ms. Maloney, that the house be accepted for the January 2008 award. In a voice vote, the motion passed unanimously.

Ms. Damiano suggested the board revise the notecard text. Ms. Mammano suggested using the word "nominated" instead of "selected" on the postcard and replace "winner" with "WOW Award nominee."

Mr. Cordts is working on the design. Ms. Damiano also suggested using a postcard format, as it is more cost-effective.

Phone calls will be made to the homeowners to advise of removal of the signs from their yards after one month's time.

Mr. Stuart then read his description of the home nominated for January.

Ms. Damiano reported she has received the plaques. She added there has been some confusion regarding the lists and blue sheets with multiple entries of the same name, no blue sheet, etc., although she believes this has all been straightened out and the plaques will be delivered.

Annual Awards Ceremony

- ❑ Assign Chairs, (e.g., entertainment, sponsorships, set up, etc.)
- ❑ Update on venue, Laffing Matterz
- ❑ Review drafts of sponsorship letters

Mr. Castelli reported on the proposed location for the ceremony "Laffing Matterz," stating that the facility is agreeable to use of the full facility with a piano player in the lounge, a cash bar, and pass-around hors d'oeuvres - all for one ticket price. There will be a meet-and-greet with the City Commissioners, Board members, and nominees with their guests prior to dinner. Dinner would be a choice of seven entrées, salad, dessert, beverages (non-alcoholic) with ordering done from the menu - all at fixed price. There will also be performances, possibly with good-humored skits pertaining to the City. The cost will be approximately \$67 per person for the food, entertainment, tax, and tip.

Decorations provided by the Board can be put up to add a theme or ambience.

Mr. Castelli felt that a reasonable charge would be \$50 per person. Mr. Stuart added that approximately \$7,000 had been spent on the ceremony last year, but in past years

the event was between \$9-\$15,000. It was hoped that an additional sponsorships could be raised to help offset the costs.

Discussion continued regarding entrée choices, décor options, and checklists for planning the event.

Motion made by Mr. Stuart and duly seconded, to reserve “Laffing Matterz” for the 3rd Thursday of April, if available, with a minimum of 100 people, and an effort made to reduce the total per person cost. In a voice vote, the motion passed unanimously.

A suggestion was made to have a Board meeting at “Laffing Matterz” to see the facility.

Ms. Damiano also suggested that the venue be looked at and a determination made to assign a person/committee in charge of entertainment, decorations, etc., to provide status reports to the Board during meetings.

Other Matters of Interest or Concern

- Election of a Board Secretary
 - Keep track of database regarding awards event inquiries
 - Keep track of annual event information
 - Miscellaneous tasks
- HOA & Council of Civic Association Meetings

Election of a Board Secretary and discussion regarding annual event information were deferred to the next meeting.

New Business

Ms. Damiano requested that the Board members check their email at least weekly for updates.

Adjournment

With no further business to come before the Board, the meeting was adjourned at 6:30 p.m.