



**COMMUNITY APPEARANCE BOARD (CAB)
CITY COMMISSION CONFERENCE ROOM - EIGHTH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, MAY 14, 2008 — 5:30 P.M.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE 1/08-12/08	
		<u>Present</u>	<u>Absent</u>
Patrick McTigue, Chair	P	5	0
John Castelli, Vice-Chair	P	5	0
Franci Bindler	P	5	0
Marilyn Mammano	P	5	0
Greg Stuart (arrived 5:35)	P	5	0
Ayisha Gordon (arrived 5:48)	P	4	1
Cathy Curry	P	5	1
Bess Gathers	A	4	0
Pearl Maloney (arrived 5:47)	P	5	0
Jason Johnson	P	5	0
Chip Burpee	P	4	1
Ron Fairchild (arrived 5:37)	P	4	1
Tom O'Loughlin	A	3	2
Joseph Camponella (arrived 5:41)	P	5	0
Ryan Paton	P	4	0

Staff Present

Monique Damiano, Staff Liaison, Public Works
Linda Gee, Customer Operations Manager, City of Fort Lauderdale
Virginia Garcia, Administrative Assistant, City of Fort Lauderdale
Hilda Testa, Recording Secretary, Prototype, Inc.

Call to Order/Roll Call

Chair McTigue called the meeting to order at 5:30 p.m. and a quorum was present. Board members and staff introduced themselves for the record. It was requested that if a Board member arrived to the meeting late, the Chair recognize it verbally for the record so that member's presence would not be overlooked.

Mr. Stuart joined the meeting at this time (5:35 p.m.).

Welcome New Members and Introductions

New City Administrative Assistant II Virginia Garcia, who will be sitting in with the Board while Ms. Damiano attends classes over the summer, was introduced. Linda Gee,

Customer Operations Manager for the Public Works Department (Utilities Bureau), was also introduced to the Board.

Approval of Minutes of April 9, 2008 Meeting

The April 9, 2008 minutes were noted to need corrections, and Ms. Damiano said they will need to be approved at the next meeting after these changes are made.

Treasurer's Report

Mr. Stuart did not have numbers available for a formal Treasurer's Report, but Ms. Damiano handed copies of an Event Account Summary spreadsheet to the Board, which provided details on how money was spent for the Annual Awards Ceremony and the funds remaining in the account after the event.

Mr. Fairchild joined the meeting at this time (5:37 p.m.).

Ms. Damiano noted that those persons attending the event were mostly homeowners, sponsors, and persons associated with the Awards Ceremony; she said that perhaps the number of invitations sent out (roughly 1,300), with expenses for printing and postage, was not as cost-effective as possible. She suggested that in the future a smaller group might be more appropriate.

Ticket sales for the Awards Ceremony totaled \$5575. \$4875 of this total came in the form of checks and \$700 was received in cash at the door. She informed the Board that currently their account should have \$5575 in the account, but one group (Moss & Associates) has not yet paid for four attendees, and their check is forthcoming. Also, some money is still yet to be received from Board members (it was noted that one member's check is in process). This puts the current account total at \$5085. She also noted that \$130 in cash is missing and has not been successfully accounted for at this time.

Ms. Mammano noted that a few "double sign-ins" occurred on the alphabetized sign-in sheets, in cases where the person working the sign-in area may have signed in an attendee's name and the attendee may have also signed himself in. Although she had attempted to correct these at the time, she suspected that some overlap might still have occurred with sign-ins. In some cases, the reservation cards were also handed in at the sign-in desk at the time that they paid, which may have created another opportunity for overlap. Ms. Damiano acknowledged that some differences in amount of payments (\$50 or \$65) might have caused the discrepancy. As this was not considered a major shortage, the Board agreed to move on from discussion of the discrepancy.

Mr. Camponella arrived at this time (5:41 p.m.).

Ms. Damiano said \$6,000 was received in sponsorships. She has needed to look into a missing \$2,500 check from one sponsor, who has agreed that if the check has not already cleared, they will stop payment on it and issue another check. This means currently the account has \$5,882.28 total, and \$4,365 was provided yesterday (May 13, 2008) to be posted. When this is added, the account's total will be \$10,247.28. (This does not include the missing sponsor's check for \$2,500, although this amount is included in the total listed amount of sponsorship money. When the \$2,500 is deposited, the account total will be \$12,747.)

Ms. Damiano said expenditures came to \$8,879 yet to be paid. When these payments are made, the total will be \$3,868 in the account. She said she had been told (I am assuming by a member of the Finance Dept., although this is not specified) that next year, if money for the event is not available in advance, the event will not go on, as technically the City could have denied the Board's purchase order to fund the event. Ms. Damiano estimated that Laffing Matterz (where the Awards Ceremony took place) should be paid within the next two weeks.

At this time Ms. Maloney (5:47 p.m.) and Ms. Gordon (5:48) joined the meeting.

Ms. Damiano reported that she had spoken to a member of the City's Finance Department regarding a separate checking account for the Board's sponsorship and ticket sales money. It was also suggested to her, she said, that she speak to a member of the City Attorney's Office. The Finance Department had some concerns about setting up a separate account for a City Board. Ms. Damiano noted that she was not sure the Finance Department fully understood that the account would hold only sponsorship and ticket sales revenue rather than City money, and said she would speak further with them about this issue, as she believed it would benefit the Board to have access to these funds. She also said if this account could not be established, she had asked the Finance Department to lay out the specific guidelines for steps that need to be taken in the future regarding expenditures and revenue.

Vice Chair Castelli pointed out that the Finance Department may not be aware that the individuals the City had yet to pay on behalf of the Board were staff of an entertainment venue, and they might encounter financial difficulties waiting two weeks to be paid. He also said he had received several phone calls commending the Laffing Matterz staff on their performance and service, and praised them personally as well, as did other Board members. Ms. Damiano said steps are being taken to move the payment process along as quickly as possible.

Ms. Mammano asked if any other City Board had its own checking account. Ms. Damiano was not aware if this was the case in Fort Lauderdale, or if this occurred in other cities.

Secretary's Report

Mr. Paton did not have a Secretary's Report to present to the Board.

WOW Awards

There were five WOW Award nominees this month from District III. Ms. Gordon noted that the Board had already selected a June photograph on which to vote and recommended that they hold the self-nominations that had arrived later to be considered for the following month's WOW Award. It was determined that hard copies of the nominated photos were not available at this meeting, but Ms. Gordon shared the photos on her BlackBerry with the other Board members. Ms. Damiano said she would email the photos of nominated properties to Board members the next day.

Chair McTigue recommended that the Board come up with a procedure for the receipt and follow-up of self-nominations. Mr. Castelli said the Board should acknowledge receipt of self-nominations, inform the nominating individual that his District was up for review during its particular month, and then pass those self-nominations on to the person responsible for visiting properties in that District.

Ms. Gordon agreed that the member responsible for a nominee's District could send the nominee a thank-you note for his submission and let him know the Board would be in touch if his property were selected for the award.

Ms. Mammano suggested that any such letter include wording to the effect that a nominated property was just that: a nomination rather than an automatic selection for the award. She volunteered to draft such a letter for the Board to review during the next meeting. **Motion** made by Vice Chair Castelli, seconded by Mr. Camponella, in favor of Ms. Mammano's offer to draft a letter. In a voice vote, the motion passed unanimously.

Motion made by Vice Chair Castelli, seconded by Mr. Camponella, that a Board letterhead be designed electronically rather than purchased as stationery. In a voice vote, the motion passed unanimously.

It was agreed that the Secretary and Treasurer would have access to the Board letterhead. If a letter was drafted, it could be sent to the Secretary, who would release the letter with the appropriate letterhead.

Mr. Paton remarked that he still had questions regarding the process for self-nomination. Ms. Mammano clarified that self-nominations may be made at any time, not only during the month in which that nominee's District was up for consideration for the WOW Award. It was also noted that self-nominations were useful to a Board member

considering properties within his/her District, as it gave specific destinations to review instead of asking that they drive through the District themselves to choose properties to consider.

Ms. Damiano informed the Board that the May and June WOW Award winners would be announced at the June City Commission meeting. She said winners should plan to attend, but was unsure how many CAB members needed to be present. As the City Commission would be voting soon on changing the date of their meeting from June 17th to June 10th, Ms. Damiano said she would let Board members know the correct June date as soon as possible. Members Stuart, Gordon, Curry, Maloney, and Burpee all believed they could attend.

Four yard signs were determined to be available from the Board; two would be presented to the winners and two would be brought to the next Board meeting. Some discussion followed as to whether Code Enforcement allowed homeowners to display signs in their yards or on swales, and Ms. Damiano was asked to check with Code Enforcement as to whether any signs had been returned to them.

Annual Awards Ceremony

- **Thank-You Letters** – Ms. Damiano said she had prepared a list of sponsors and City staff to whom the Board should send thank-you letters for their assistance with putting on the event. Some individuals of particular note were:
 - Angela Sabino, former Staff Liaison
 - Elise Hogan, who worked directly with Ms. Damiano on finances
 - Judy Johnson, PIO, who assisted with budget concerns
 - Michael Walker and Valerie Holt, Finance Department members who spoke to the Board prior to the event on finance and procurement

It was recommended that the Board send a single letter to the City Manager, recognizing the efforts of City staff. Ms. Mammano offered to prepare the letter.

- **Sponsor Recognition** – Ms. Gordon stated that in the past, plaques were given to sponsors at a City Commission meeting, 30 to 60 days after the event. Ms. Gordon recommended that the Board seek sponsorships to cover the cost of the plaques. Ms. Damiano suggested that this presentation occur at the July 15th City Commission Meeting. All Board members were encouraged to attend this meeting. Ms. Gordon estimated that the plaques would cost \$30-\$40 apiece; this put the expected expense for the plaques at approximately \$240. **Motion** made by Ms. Mammano, seconded by Ms. Bindler, that the Board provide appropriate

plaques for the Awards Ceremony's six sponsors, not to exceed a cost of \$50 per plaque. In a voice vote, the motion passed unanimously.

- **Plaques** – Ms. Damiano told the Board she had received approximately five sheets back from Award winners (the rest are due by Friday, May 16), and once these are handed in, plaques should be ready to hand out to the winners within a week or so. Chair McTigue requested the names of those homeowners who had not returned their confirmation sheets so he could follow up with them. It was confirmed that the \$122 remaining in the Board's City account to help pay for the plaques.
- **Post Winners to the Web** – This has already been done.
- **Distribute Press Release Announcing Winners** -- The Board's press release has been drafted. Also, Ms. Damiano said, *Go-RiverWalk* plans to run an article about the event, and the Las Olas Beach Club, which was selected as a Property of the Year, plans to print an article in its newsletter as well.

It was decided by the Board to include a thank-you letter to Laffing Matterz when their check is sent or delivered.

Vice Chair Castelli expressed interest in having more City Commissioners attend next year's Awards Ceremony.

Overview of Events: What worked, what didn't – Ms. Mammano believed that while the event was a success, if the Board didn't have its own checking account next year they would have to start raising sponsorship money earlier. Mr. Castelli believed this could be addressed by appointing subcommittees to focus on the Awards Ceremony in 2009. Ms. Bindler expressed concern that so many invitations were returned.

Ms. Damiano told the Board she fielded some calls from residents who felt the letter telling them they were "finalists" were misleading (they felt that the Board had used the word "finalists" in order to get them to purchase tickets).

Mr. Johnson felt the Bus Tour was not a success, and proposed a slide or photographic presentation instead. Vice Chair Castelli said that when a property is included in the Renovations category, a "before" photo was a necessity. He also suggested that perhaps it was the entire Board's responsibility to review homes nominated for awards.

Mr. Burpee noted that one important point in choosing winning properties was considering the impact a property had on its entire neighborhood. Ms. Gordon agreed, and said one of the year's winning homes was selected because the impact on the neighborhood was specifically taken into account.

It was agreed, at Chair McTigue's suggestion, that the issue of the Bus Tour be tabled until the next meeting.

Ms. Damiano recommended that the applications for properties be revamped for next year. She noted that the Landscape category in particular could be divided between Residential and Commercial, but didn't necessarily need a Renovation subcategory, and that the applications say, "winners will be announced at the event." She also received two communications from property owners who did not feel they could compete against properties that had employed architects or contractors. One such suggestion was to establish an "owner-builder" category as a substitution. Ms. Gordon felt this was a valid point, and that properties were best compared to like properties.

Ms. Damiano volunteered to compile any suggestions or comments sent to her by Board members into a single document.

Ms. Damiano commended the venue and the sit-down dinner, but expressed some concern with the content of the show as viewed by a City representative.

Other Matters of Interest or Concern

It was decided that rather than tabling the nominations and vote for a later meeting, the Board would hold its Election of Board Officers at tonight's meeting.

Motion made by Chair McTigue, seconded by Mr. Stuart, that Vice Chair Castelli be nominated for Chair.

Motion made by Mr. Payton that Mr. Fairchild be nominated for Chair. Mr. Fairchild declined to accept the nomination.

There being no other nominations, the nominating process was closed. In a voice vote, Vice Chair Castelli was elected to Chair unanimously.

Motion made by Ms. Bindler, seconded by Mr. Camponella, that current Chair McTigue be nominated for Vice Chair. Chair McTigue declined to accept the nomination.

Motion made by Ms. Mammano, seconded by Mr. Camponella, that Mr. Stuart be nominated for Vice Chair. **Motion** made by Ms. Gordon, seconded by Chair McTigue, that Mr. Paton be nominated for Vice Chair. There being no other nominations, the nominating process was closed. In a show of hands, Mr. Stuart was elected to Vice Chair. This is new, so I don't know the protocol – I will include who voted for whom in case it needs to be included: Board members Castelli, Curry, Bindler, Mammano, Johnson, and O'Loughlin voted in favor of Mr. Paton. Board members Maloney, Burpee, and Gordon voted in favor of Mr. Paton.

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Motion made by Mr. Camponella, seconded by Mr. Burpee, that Mr. Paton be nominated for Secretary. There being no other nominations, the nominating process was closed. In a voice vote, Mr. Paton was elected to Secretary unanimously.

Motion made by Ms. Bindler, seconded by Vice Chair Castelli, that Chair McTigue be nominated for Treasurer. There being no further nominations, the nominating process was closed. In a voice vote, Chair McTigue was elected to Treasurer unanimously.

Vice Chair Castelli asked for the Board's help in running the meetings according to parliamentary procedure. I have referred to all members whose official capacities changed during the vote by their old titles, as I don't know when their new offices go into effect.

There being no further business to bring before the Board, the meeting was adjourned by Chair McTigue at 7:15.

(Minutes prepared by K. McGuire, Prototype, Inc.)