



**COMMUNITY APPEARANCE BOARD (CAB)
CITY COMMISSION CONFERENCE ROOM – EIGHTH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, JULY 9, 2008 – 5:30 p.m.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		1/08-12/08	
		Present	Absent
Ayisha Gordon (arrived 5:44 p.m.)	P	6	1
Bess Gathers	P	6	1
Cathy Curry	P	7	0
Chip Burpee	P	5	2
Franci Bindler	P	7	0
Greg Stuart, Vice Chair	A	6	1
Jason Johnson	P	7	0
John Castelli, Chair	P	7	0
Marilyn Mammano	P	7	0
Pearl Maloney	A	6	1
Ron Fairchild	P	6	1
Ryan Paton	P	6	0

Staff Present

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

Call to Order

- **Roll Call**

Chair Castelli called the meeting to order at 5:38 p.m. and a quorum was present. It was noted that Mr. Camponella has stepped down from the Board due to illness, although he plans to return at a later date.

- **Welcome new members and introductions**

There were no new members to the Board at this time. Applications for new memberships were distributed.

- **Approval of June 11 meeting minutes**

As there were no objections or corrections noted, the minutes of the June 11, 2008 were approved as distributed. Ms. Damiano reminded the Board of the new policy regarding minutes, in which members are sent copies of the draft minutes to review before the Liaison submits changes. If further changes are needed, these may be submitted following the next meeting; however, Ms. Damiano noted that the Board's policy of allowing members to review minutes and suggest changes to the Liaison's office streamlines this procedure.

Liaison's Report

- **Subcommittee status**

Ms. Damiano stated she had discussed the creation of Subcommittees with the City Clerk, who said their approval was up to the Department Director. Ms. Damiano continued that the Department Director had agreed to bring forward a request for a single Subcommittee called Special Events, which will require the approval of the City Commission. This Subcommittee will not require approval of its minutes, although Ms. Damiano noted its members must take brief minutes to be posted; notice of the meeting must also be posted. She suggested a "blanket" meeting notice as the simplest way to do this, with the subject of the meeting, such as Events or Awards categories, posted as well, so only those Board members working on that specific concern would plan to attend.

If the single Special Events Subcommittee meets with the Board's approval, Ms. Damiano said, it will be brought forward on the September agenda at the City Conference meeting. She also mentioned that the Strategic Planning Subcommittee was not approved, as it would involve officers of the Board meeting to discuss the Board's direction.

It was noted at this time that Ms. Gordon had joined the meeting (5:44 p.m.).

Ms. Damiano stated that although minutes and attendance should be taken at Subcommittee meetings, attendance at these would not count toward or against a member's total term record.

Chair Castelli affirmed that the Board could work with this plan, and reiterated that the purpose of Subcommittees was to allow the Board extra time for planning outside the regular monthly meetings.

Ms. Damiano said she would move forward with adding the Special Events Subcommittee to the City Conference agenda, as previously discussed. The Subcommittee would meet in the City Commission Conference Room, unless

another location was posted for public notice. She added that the Conference Room would need to be reserved in advance, although if it was previously booked, the Subcommittee had the option of meeting in the cafeteria.

- **Plaque distribution**

Ms. Damiano informed the Board that the plaques have arrived for delivery, and have been checked for errors. Chair Castelli distributed these plaques to Board members, who will deliver them to the recipients.

It was noted that the person who submits a property for the award receives the plaque. Ms. Damiano stated she would email the Board members the addresses of the correct recipients on July 10, 2008.

- **Notebook updates**

Notebook updates were distributed to Board members, Ms. Damiano said.

- **2009 event**

Ms. Damiano drew the Board's attention to a notebook containing all documents related to the 2008 annual event, which should be helpful in organizing the following year's event, she said. She recommended that when new categories are added, there should be a written definition of "renovation" for award purposes. Other subjects for consideration, she offered, might include how many years in a row the same property could win an award, as well as having every Board member attend the tour during which winners are selected. Chair Castelli stated this was one reason he advocated canceling the tour and making photographs of nominated properties available for viewing instead.

Ms. Damiano also advised developing a timeline and budget for the 2009 event, beginning right away.

Included in the members' information packet were new Board member sheets and WOW Award rotation sheets. A sponsorship history from 1998 to present was also included.

Ms. Damiano explained the budget sheets in the packet as well. The front sheet, she noted, was the Public Information Office's (PIO's) balance sheet, while the second sheet was her own. According to the PIO sheet, she said, the Board had had \$19,283 to spend prior to the event, including sponsorships and ticket sales.

For the 2008 event, \$17,999 was spent, leaving a remaining balance of \$1284.09.

She noted that funds were in the process of being transferred to the City's account in order to finalize payment of bills, and encouraged the Board members to review the balance sheets and pass along any questions to her. She also recommended that Ms. Mammano, Treasurer, meet with her once the new budget goes into effect on October 1, 2008. Ms. Damiano and Ms. Mammano also discussed the possibility of meeting before this date.

Ms. Damiano noted that purchase orders would not be issued until the Board's account had sufficient funds to pay them, so savings must be accrued before any spending can be done. Regarding the Board's account, Ms. Damiano advised that any purchases from the City account must be encumbered by the end of July or beginning of August. Chair Castelli stated he would like the current funds to "roll over" to be used for the 2009 event.

- **WOW Awards**

Ms. Damiano drew the Board's attention to the new WOW Award rotation sheets provided in the packet, which extend through the end of the year. Regarding last month's discussion of larger-resolution photos, she provided examples of an original photo received and the larger-resolution version to show the contrast of the two formats.

Chair Castelli noted that "before" photos are difficult to obtain at times in the necessary format. Ms. Damiano advised that if an actual print is provided, this may be scanned in at a higher resolution, and could be returned to its owner afterward.

Ms. Damiano reminded the Board of the necessity of providing the WOW Award winners and their accompanying write-ups by the set deadline. She also noted that, as there will be two WOW Awards on the agenda for next month's meeting, the deadline for those has been extended. Use of the form provided was not necessary, she said; as long as all the questions on the form were answered, the information could be included in a Word document or an email. She pointed out that the most important of these questions was the property owner's permission to publicize.

Board members overseeing each award are responsible for providing photos, composing write-ups, and contacting property owners to ensure they attend the City Commission meeting to receive their awards. She added that if Board

members had suggestions for the improvement of this process, these would be welcome.

Ms. Mammano suggested approving each monthly award at the previous month's meeting – for example, the September WOW Award would be approved at the Board's August meeting, even if the meeting occurred before the deadline. Ms. Damiano concurred, stating this was how the WOW Award process was intended to be carried out.

Regarding the creation of a letterhead for the Board, Ms. Damiano stated the City's Public Information Department assisted with the design of the stationery, and approval to use had been secured. She noted that there were minor variations to the design, and distributed samples of these to the Board.

Ms. Damiano suggested that new Board members wear their nametags when attending City events or viewing properties for awards. Chair Castelli said the \$6 for nametags could be collected from members when they joined.

In conclusion, Ms. Damiano announced that effective October 1, 2008, Virginia Garcia will take over as Liaison to the Board. No policies are expected to change, and Ms. Damiano said she would be available to assist, if needed, with next year's annual event. Ms. Damiano's final meeting with the Board will be in September 2008.

Chairperson's Report

- **Board attendance to July 15 Commission meeting for sponsor**

Chair Castelli reminded the Board that plaques are to be presented to sponsors at the July 15, 2008, City Commission meeting. He urged all Board members to attend, if possible. Ms. Damiano noted that someone from the Board will need to assist the Commissioner in presenting the plaques.

Ms. Mammano reported that she and Mr. Paton had presented City staff with some suggested designs for the Board's stationery, which she distributed to the Board for review. However, she was not satisfied with the final product, and recommended that the design be more reflective of the diamond-pattern graphics the Board has used elsewhere. She planned to make further suggestions to the design and return these to Ms. Damiano.

Ms. Damiano advised including the Board's mission statement as part of the design.

- **Sunshine Law**

Chair Castelli informed the Board that he and Ms. Damiano planned to visit the City Attorney's office on July 10, 2008, at 9:30 a.m., and asked if Board members had any specific questions they would like him to ask regarding the Sunshine Law. Ms. Damiano added that the August 18, 2008 Better Meetings group would address the Sunshine Law, and that a City Attorney had offered to receive questions from the Board in advance. Any member with questions regarding the Sunshine Law may email them to Ms. Damiano's office, where they will be passed along to the City Attorney.

Treasurer's Report

Ms. Mammano stated she will have a report to present to the Board at the September meeting.

Secretary's Report

No self-nominations had been received at this time.

WOW Awards

Mr. Johnson noted that the application for self-nominations could be difficult to locate on the City's website, and asked if this might be simplified. Ms. Damiano said if suggestions to make this process easier were emailed to her, she would pass them along to the webmaster.

Chair Castelli reiterated that Mr. Paton would present the WOW Award for August, and Mr. Johnson would present the September award.

Mr. Paton presented photos of a house owned by David and Dena Abrams, located on Imperial Point, and described some of the renovations the couple had made to their home. The Board voted unanimously to accept this nominee.

Mr. Johnson stated he was having difficulty contacting the homeowner to whom the September award would be presented, and could not currently ensure they would be able to attend the City Commission meeting. Chair Castelli advised if he could not get in touch with the homeowner, the Board could vote on another property via email. It was agreed to table the nomination until Mr. Johnson had had an opportunity to offer the homeowner the award; the Board would vote on this award by email.

Annual Event

- **Status of post-event tasks**
 - **Sponsor plaques**

Ms. Gordon confirmed that she would deliver these plaques to the City Commission meeting, as all sponsors had planned to attend.

- **Thank-you letters**

Ms. Gordon advised that letters had not been sent, as sponsors were to receive plaques at the City Commission meeting.

New Business

Ms. Mammano reminded the Board that she had sent an email to request help and support regarding a City issue. The City Commission is currently considering a consultant to study “neighborhood character” and urban design controls for Fort Lauderdale neighborhoods. The purpose of this, she stated, was to aid in making changes to the City’s uniform land development codes. Ultimately, the project would help developers have a better understanding of what communities are looking for before they propose a development

This project had been in development with the City Commission for over two years, she said; however, when the proposal went before the City Commission for a second time, some disagreement ensued, as one nominated firm felt a local consultant should have been chosen rather than Winter & Associates, who are based in Colorado. Ms. Mammano pointed out that a second party to Winter & Associates is a fellow at Florida Atlantic University, and that this company has worked with other Florida communities.

Ms. Mammano continued that this proposal has now appeared before the City Commission three times, and is on the agenda for the July 15, 2008 City Commission meeting as well. She reiterated that her email asked Board members to encourage their City Commissioner to move forward and award a contract. She stated that all five firms under consideration for the contract could do a good job with the project.

Ms. Mammano advised the Board that she would re-send her email, which contained some background material on the project, and noted that she was not suggesting that anyone “take sides” regarding the award of the contract.

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Mr. Paton stated he would email the Board regarding a separate issue that was not official Board business.

Adjourn

There being no further business to bring before the Board, the meeting was adjourned by Chair Castelli at 6:41 p.m.

[Minutes prepared by K. McGuire, Prototype, Inc.]