



City of Fort Lauderdale

**COMMUNITY APPEARANCE BOARD
CITY COMMISSION CONFERENCE ROOM – 8TH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, NOVEMBER 12, 2008 – 5:30 P.M.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		1/08-12/08	
		Present	Absent
Ayisha Gordon (arr. 5:42)	P	9	1
Bess Gathers (arr. 5:42)	P	8	1
Cathy Curry	P	10	0
Chip Burpee	P	7	3
Franci Bindler	P	9	1
Greg Stuart, Vice Chair	P	8	2
Jason Johnson	P	9	1
John Castelli, Chair	A	9	1
Marilyn Mammano	P	10	0
Pearl Maloney (arr. 5:40)	P	8	2
Ron Fairchild	P	9	1
Ryan Paton	P	9	0
Pieter Coetzee	P	2	1
Randall Vitale	P	2	0

Staff

Virginia Garcia, Staff Liaison, Public Works
Linda Gee, Customer Operations Manager
Hilda Testa, Recording Secretary, Prototype, Inc.

Call to Order

Vice Chair Stuart called the meeting to order at 5:38 p.m.

• **Roll Call**

Roll was called and a quorum was present.

- **Approval of Minutes from October 8, 2008 meeting**

Motion made by Mr. Vitale, seconded by Ms. Mammano, to approve the minutes from the October 8, 2008 Board meeting. In a voice vote, the **motion** was unanimously approved.

Chairperson's Report

- **Annual Event Discussion**

Vice Chair Stuart introduced Linda Gee, Customer Operations Manager for the City, to address the Board regarding plans for the Annual Event.

Ms. Gee noted that planning has begun for the 2009 Annual Event, and asked the Board to keep in mind, when taking bids, the need to ensure that they choose an appropriate venue that contains no objectionable entertainment. She stressed the need for both the Board and the venue to understand this criterion.

She noted that several new City Commissioners will be seated before the Event takes place, and felt that many of them would be pleased to attend and participate.

Ms. Gee proposed that the definition of "appropriate" should be "not offensive for any audience."

Ms. Maloney, Ms. Gathers, and Ms. Gordon joined the meeting at this time.

The Board was informed that Shannon Graham, who has assisted the Board in the past, has accepted a new position within Public Works and will be leaving at the end of November 2008. Ms. Gee praised her previous work with the Board and noted that the City will arrange for another individual to assist Ms. Garcia as needed.

- **Reschedule Sponsorship Special Meeting**

Vice Chair Stuart stated that the meeting scheduled for Wednesday, October 29, 2008, had been cancelled due to illness. Ms. Garcia recommended that this meeting take place before the Board meets again, so dates can be set and she can prepare the information for the next regularly scheduled meeting.

It was agreed that the special meeting would be rescheduled for Tuesday, November 25, 2008 at 5:30 p.m. It was noted that non-attendance of this meeting would not count against a member's attendance record.

- **Assign WOW Districts for the first 6 months of 2009**

Vice Chair Stuart stated that January 2009 would begin a new rotation of Districts. The 2009 schedule was determined as follows:

- January 2009, District 2: Ms. Gordon and Ms. Curry
- February 2009, District 3: Ms. Gordon and Ms. Maloney
- March 2009, District 4: Ms. Mammano and Mr. Coetzee
- April 2009, District 1: Mr. Fairchild and Ms. Bindler
- May 2009, District 2: Mr. Stuart and Mr. Vitale
- June 2009, District 3: Ms. Gordon, Mr. Paton, Ms. Curry, and Ms. Gathers

- **Assign WOW Award signs to each District**

It was determined that two of the previously used WOW Award signs had been returned since the October 2008 Board meeting. Six new signs have been purchased, bringing the total to eight signs. Each District will be assigned two signs.

Ms. Garcia suggested that two of the current eight signs be available for each of the four Districts.

Ms. Gordon stressed that the most important factor is that a sign is available to present to the WOW Award winner at the City Commission meeting. She will keep track of distribution of the signs among Board members.

She pointed out that the Board should begin looking for new sponsors for the WOW Awards at this time. Vice Chair Stuart asked Ms. Garcia to add this to the agenda for the next CAB meeting, scheduled for December 10, 2008.

Treasurer's Report

Ms. Mammano reported that the Board has one bill to be paid, for \$60, to correct a bronze plaque that had been printed with an incorrect name. The bottom line for the Board's account remains the same as in October 2008, less \$60.

Secretary's Report

Mr. Paton stated there were no new calls to report.

Ms. Garcia noted that a special meeting had been scheduled for Mr. Paton's subcommittee, but no one had attended. The meeting was rescheduled for Tuesday, December 2, 2008, at Rendezvous Restaurant at noon. A reminder notice would be sent from Ms. Garcia's office.

Vice Chair Stuart recommended rescheduling the planned November 25, 2008 meeting to a lunch meeting as well. It was determined that this meeting would take place at noon at J. Alexander's Restaurant.

Liaison's Report

- **Notebook and CAB Event Checklist updates**

Ms. Garcia reminded the Board that she had distributed a preliminary calendar with event tasks for the CAB Event. Her goal, she said, was to fill in all remaining due dates regarding Annual Event planning; this had not yet been accomplished, as the special meeting had not been held to date. She requested that members attending the November 25, 2008 meeting bring their calendars with them so the dates could be filled in and duties assigned. After the meeting, she could follow up with individuals to ensure that planning moved along smoothly.

She pointed out that information in bold print on the preliminary calendar would need to be returned to her with names filled in appropriately.

She called the Board's attention to the due dates regarding names and addresses of the Annual Event's participants and the information for the event program, noting that the way the due dates have been set up, there is no time for the Board to double-check the information once it has been turned in to her. It is imperative that the information be correct and finalized by the due date.

- **Sponsors list**

Ms. Garcia distributed a list of previous and prospective sponsors for the Event, noting that she did not have contact persons listed for all companies. She requested that the Board members verify the contact names, numbers, and/or addresses listed and return names and/or any corrections to her office to ensure accuracy.

- **Sponsorship letter**

Ms. Garcia stated that she had attached the sample letter prepared by Mr. Burpee, which she suggested the Board could discuss at their special meeting to decide if any changes would be necessary. She added that they should also decide which Board member(s) would sign the letters, and to which address checks should be sent.

Vice Chair Stuart requested that Ms. Garcia put together an agenda for the special meeting. Ms. Garcia recommended that they use the Event Checklist as an agenda.

Prospective sponsors would also receive, along with the letter, information on what the Board would need in order to accurately display their logos in the program. It may be returned with their checks.

Regarding WOW Award presentations at City Commission meetings, Ms. Garcia reminded the Board that the only person at these events who is aware of the award recipient's identity is the attending Board member. She stressed the importance of the Board member arriving at these meetings before they begin and finding the recipient, or arranging ahead of time for another Board member to attend in their stead and make the presentation.

She added that homeowners receiving awards should be prepared for the City Commission to give them the option of addressing the meeting.

WOW Awards

- **Vote on December WOW Nomination**

Vice Chair Stuart stated that he and Ms. Bindler had had many homes to choose from for the December award. He handed out "before" and "after" photos of the nominated home, located at 4310 NE 28th Avenue in the Coral Ridge neighborhood. He noted that during their renovations on the house, they had opted to respect its original architecture.

Ms. Bindler added that the home had been creatively decorated for Halloween.

Motion made by Ms. Gordon, seconded by Ms. Maloney, to accept the nomination of this home for District 1. In a voice vote, the **motion** carried unanimously.

Other Matters of Interest or Concern

Ms. Gordon expressed concern that all returning Board members be sure to sign and return their letters of re-appointment appropriately. She noted that this was very important.

Adjourn

There being no further business to bring before the Board at this time, the meeting was adjourned at 6:24 p.m.