



City of Fort Lauderdale

SPECIAL MEETING

**Community Appearance Board (CAB)
J. Alexander's Restaurant, 2415 N. Federal Hwy.
Fort Lauderdale, FL 33305 - Telephone 954-563-9077
Tuesday, November 25, 2008 – 12:00 pm**

Board Members in Attendance

John Castelli - Chairperson
Greg Stuart – Vice Chair
Marilyn Mammano - Treasurer
Ayisha Gordon
Pearl Maloney

Call to Order

Chair Castelli called the special meeting to order at 12:10 pm. A quorum for the special meeting was not needed.

Discussion

Community Appearance Board Members met to discuss the CAB annual event, and begin planning for the various tasks necessary to execute this event.

Board members in attendance unanimously agreed to use the "Items" list provided by the Board's Liaison as the Agenda to conduct this Special Meeting. Board members discussed the items listed below and tentatively assigned a board member name(s) next to each item to follow up with compliance. The assignments are subject to change at the next regular board meeting, scheduled for December 10, 2008, when they will be presented to the entire board.

Items Discussed/Assigned:

- Event Sponsorship
- Applications
- Invitations
- Tickets Sales
- Tour
- Venue
- Program
- Property of the Year/WOW of the Year
- Awards Plaques / Certificates / Winners Folders:

- Sponsor Letter

The CAB members present agreed to revise the very good draft sponsor letter so that it would fit on a single CAB stationery page. It is anticipated the letter will be mailed out before the holidays and follow up will take place after

the holidays. Marilyn Mammano agreed to draft the revised letter and get comments from Pearl Maloney. This will be discussed at the next meeting.

Adjourn

There being no further business to bring before the board members in attendance, the special meeting was adjourned by Chair Castelli at 1:30 p.m.

(Minutes prepared by Virginia Garcia, Administrative Assistant II)