

**COMMUNITY APPEARANCE BOARD
CITY COMMISSION CONFERENCE ROOM – 8TH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, FEBRUARY 10, 2010 – 5:30 P.M.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		01/10-12/10	
		<u>Present</u>	<u>Absent</u>
Greg Stuart, Chair	P	2	0
Marilyn Mammano, Vice-Chair	A	1	1
Valerie J. Amor	P	2	0
Franci Bindler	P	1	1
Tom Catalino	P	2	0
Sheila Franklin	P	2	0
Ayisha Gordon	A	1	1
Kenneth Green	A	0	2
Bruce Johnson	A	1	1
Patrick R. Maloy	A	0	2
Robert McNair	A	0	2
Rick W. Murphy	A	1	1
Larry Lee Nielsen	P	1	1
Ryan Paton	P	2	0
Barbara A. Van Voast	A	1	1
Shelley Walker	P	2	0
Victor Yue	P	2	0
Emmett Kater	P	1	0

As of this date, there were 18 appointed members to the Board, which means 10 would constitute a quorum.

Staff

Linda Gee, Staff Liaison, Public Works Department
Jennifer Picinich, Recording Secretary, Prototype, Inc.

Communication to City Commission

None.

Call to Order

- **Roll Call**

Chair Stuart called the meeting to order at 5:38 p.m. Roll was called and it was determined a quorum was present.

- **Welcome new members and introductions**

Chair Stuart welcomed Emmett Kater who was appointed to the Board by Mayor Seiler. Chair Stuart explained the purpose of the Community Appearance Board and informed Mr. Kater of the upcoming Annual Event.

Mr. Kater introduced himself and stated he was born in Fort Lauderdale. He is a retired communications major and has worked in law enforcement for 41 years. He worked in Georgia for the Atlanta Police Department, the Georgia State Patrol and the ATF [Bureau of Alcohol, Tobacco and Firearms] in a communications capacity. He then worked for the City of Hollywood for approximately 20 years. He does consulting work between agencies and he spearheaded the South Florida Drug Task Force.

Mr. Kater and his wife are both retired with five children, including two sons in law enforcement, and they have six grandchildren. He added that he is a Baptist and he is active in his fraternity, the Scottish Rite. He has served on three boards previously and would like to serve as needed on the CAB.

Chair Stuart stated that Mr. Kater's experience outside of the City would be very helpful to the Board.

Chair Report

Regarding sub-committees that were recommended by the CAB, Mr. Stuart informed the Board that the City Commission had not approved the Board's recommendation.

Ms. Gee explained that members could work on outreach for the Annual Event as a fact-finding meeting. Since there would be no voting, any decisions to be made would have to be presented to the full Board. She added that the fact-finding meeting would have to be posted, noticed, and minutes would have to be taken.

- **Approval of Minutes from January 13, 2010 meeting**

Motion made by Ms. Walker, seconded by Ms. Franklin, to approve the minutes of the January 13, 2010 meeting. In a voice vote, the **motion** passed unanimously.

Secretary/Treasurer's Report

- **Budget Balance**

In Mr. Murphy's absence, Ms. Gee reported there had been additional expenses in the last month to cover the following:

- The cost of printing the postcards that were mailed to announce that award applications were available on the web site.
- The printed hard copies of the application, which she made available to the Board members.

The total expenses were \$554, which left a balance of approximately \$3,600.

- **Sponsorship Funds Status**

Mr. Yue stated that business had been slow with developers, but he had one tentative sponsor who was waiting for approval.

Ms. Franklin inquired if it would be a conflict of interest for her to submit a property by a developer she had been associated with. The response by members of the Board was that it would be considered a conflict.

Chairperson's Report

Chair Stuart reported that Ms. Damiano had referred a question she received to the Board regarding submitting two renovated properties. The builder architect was inquiring whether one of their properties could be submitted as a "special project - renovation" since it was a renovation to a historical building. After discussion the Board decided the project did not meet the criteria as a "special project" and should be submitted as a "renovation" based on the type building.

Community Outreach Coordinator's Report

Mr. Paton stated he would stay after the meeting in March to discuss ideas for reaching out to businesses in Fort Lauderdale to have them compete against each other by taking on projects to beautify the City. The Board could recognize one of the projects with an award. He stated the following benefits:

1. The participating businesses would receive positive advertising.
2. Participation would be good for the morale of the employees and the companies they work for.
3. The projects would be good for the City and the community.

Liaison's Report

- **Notebook updates – e-mailed updated event checklist**

Ms. Gee reported the following regarding the Annual Event:

- An updated Annual Event checklist had been emailed to each member.
- The postcards had been mailed.
- A screen promoting the awards application had been created for Channel 78.
- Information on the annual awards had been sent with the civic packages.

She added that the CAB had decided to “go green” and she was therefore sending everything by e-mail to save paper unless a member requested a hard copy.

Regarding the Annual Event, Ms. Gee reported that three bids had been received and Bahia Mar had submitted the lowest bid. She would request the Purchase Order once the Board had collected enough sponsorship money.

Ms. Gee stated that Ms. Walker should inform Bahia Mar that they had been selected and to reserve the date for the event. Ms. Gee explained that when money is given to the CAB as a donation, it is kept in a subsidiary account that rolls over from year to year. She has to receive approval from the City Commission to transfer the money into the operating account.

Ms. Gee stated the cost for the event at Bahia Mar would be approximately \$2,400. The hotel would charge for the minimum number of attendees given, even if the final count is under the amount given. She recommended committing to a minimum count of 100 people. The additional charge for attendance over 100 people would then be added on.

- **Status of awards application promotion by board members**

This item was discussed following the welcome to new members under the Call to Order item on the agenda.

- **Identify board member to receive RSVPs for ticket sales**

Mr. Paton monitored the RSVP phone line for the 2009 Annual Event. Mr. Kater volunteered to assist with the RSVPs for this year’s event. Ms. Gee stated they expected less calls this year since the invitation had included a card to be returned with a check to the CAB, which would be deposited into the subsidiary account. She reviewed the following timeline:

- Award application deadline of February 26
- Send invitation to printer by March 12
- Mail invitations by March 22

Ms. Gee added that it would cost approximately \$800 to print the invitations and have them mailed.

Mayor Seiler had confirmed he would be in attendance at the Annual Event. Chair Stuart stated that according to protocol, the Board should invite the Mayor to speak. Ms. Gee responded that if the Board made the decision to invite the Mayor to speak at the beginning of the Annual Event, she needed to be informed so the proper City officials could be notified. She also needed to be notified when the Board confirms a keynote speaker.

- **Copy of sponsor letter to City by Board**

Ms. Gee inquired how the Board would like to send the sponsorship letters. There was consensus to have the signed letter scanned ~~with their signature~~ so the letter would be available to send by e-mail rather than doing a mass mailing that would require postage. Ms. Gee added that a sponsorship package had been provided to the Board by e-mail including the letter, ticket information and levels of sponsorship.

Annual Event

[taken out of order on the agenda]

- **Event tasks update (checklist review)**

Ms. Gee stated the Board needed to focus on receiving the applications, obtaining sponsorship and receiving the RSVPs.

- **Venue status**

The venue was discussed during the Liaison's Report.

- **Invitation/RSVP design and print**

The invitations were discussed during the Liaison's Report.

- **Letters to applicants confirming their entries**

Ms. Gee stated that a letter would be sent to the applicants acknowledging receipt of their application and encouraging them to attend the Annual Event where the winners would be announced.

- **Keynote speaker status**

The keynote speaker was discussed during the Liaison's Report.

Chair Stuart stated that a fact-finding meeting to discuss fundraising would occur on Thursday, February 18 at 12:00 noon at YOLO's for members who have the opportunity to attend. Ms. Gee stated that she needed to prepare the agenda for the meeting and Chair Stuart stated he would take the minutes. He added that Ms. Gordon and Mr. Maloy would join him for that meeting.

WOW Awards

- **February WOW Winner due February 10, 2010**

Chair Stuart reported that he and Mr. Nielsen would postpone the February award with the Board's concurrence.

- **March WOW Winner due March 10, 2010**

Ms. Franklin reported that she and Mr. Paton had selected a family home in the River Oaks area to nominate for the March award. The home is over 30 years old and took 2 years to renovate. The owner was happy to be chosen and to be appreciated due to "what they had to endure." Mr. Paton added that the owner would provide "before" photos.

Motion made by Mr. Yue, seconded by Ms. Amor, to approve the nomination for the March WOW award. In a voice vote, the **motion** passed unanimously.

Other Matters of Interest or Concern

A bus tour had been scheduled for March 27 for Board members to view the properties that were nominated for awards. Ms. Gee stated the tour would be a fact-finding meeting and no official voting would occur during the tour.

New Business

None.

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None.

Adjourn

There being no further business to come before the Board at this time, the meeting was adjourned at 6:43 p.m.

[Minutes prepared by Jennifer Picinich, Prototype, Inc.]