

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

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		01/10-12/10	
		<u>Present</u>	<u>Absent</u>
Greg Stuart, Chair	A	2	1
Marilyn Mammano, Vice-Chair	P	2	1
Valerie J. Amor	P	3	0
Franci Bindler	A	1	2
Tom Catalino	P	3	0
Sheila Franklin	P	3	0
Ayisha Gordon	P	2	1
Kenneth Green	P	1	2
Bruce Johnson	P	2	1
Patrick R. Maloy (5:42)	P	1	2
Robert McNair	A	0	3
Rick W. Murphy	A	1	2
Larry Lee Nielsen (5:39)	P	2	1
Ryan Paton	A	2	1
Barbara A. Van Voast	A	1	2
Shelley Walker	P	3	0
Victor Yue	P	3	0
Emmett Kater	A	1	1

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
Reina Gonzalez, Admin Assistant II
Liz Davila, Recording Secretary, Prototype, Inc.
Barbara Hartmann, Recording Secretary, Prototype, Inc.

Communications to City Commission

None at this time.

Call to Order

- **Roll Call**

Vice Chair Mammano called the meeting to order at 5:30 p.m. Roll was called and it was noted a quorum was not present.

Approval of the February 10, 2010 minutes was deferred until there was a quorum. The following Items were taken out of order on the Agenda.

Secretary / Treasurer's Report

As Mr. Murphy was not present at the meeting, there was no report at this time regarding the status of phone inquiries about the Annual Event; there were no WOW self-nominations. Vice Chair Mammano noted that the recent Lauderdale Harbors newsletter included information on how to nominate a house online.

- **Budget Update**

Ms. Gee provided an update on sponsorships, stating that the Board received a \$2000 sponsorship from One Financial Towers, thanks to the assistance of Mr. Yue, and a \$500 sponsorship. Thanks to these sponsorships, Ms. Gee added, the Board was able to secure the purchase order for Bahia Mar.

Chairperson's Report

- **Fundraising Update**

Vice Chair Mammano reported that she knew an individual who is "on the fence" for \$500-1000 but has not determined which amount to give. Ms. Gordon advised one of the individuals she had spoken to had already contributed, and another business was likely to contribute as well.

Mr. Maloy stated he had sent out 11 solicitations for \$500 each; he has received three verbal commitments and is waiting for written confirmation, and has also received two "maybes."

Mr. Nielsen and Mr. Maloy joined the meeting at 5:39 and 5:42 respectively.

- **Approval of Minutes from February 10, 2010 Meeting**

Motion made by Mr. Johnson, seconded by Mr. Catalino, to approve the minutes of the February 10, 2010 meeting. In a voice vote, the **motion** carried unanimously.

Liaison's Report

- **Notebook Updates**

Ms. Gee advised there were no notebook updates at this time, although the WOW rotation will be updated during today's meeting.

She stated that there has been some difficulty getting the WOW presentations provided in a timely fashion; the "before" photo for the March winner has not yet been received. She noted that the photo is needed before the next week's City Commission meeting.

The following WOW rotation was determined:

- o June: Ms. Gordon and Mr. Nielsen
- o July: Ms. Amor and Ms. Van Voast
- o August: Mr. Yue and Mr. Johnson

- **Postcard Mailing (377 mailed, 26 returned to date)**

Ms. Gee reported that 24 applications have been returned thus far. Although the published deadline has already passed, the Board is still accepting applications. She noted that the Board may state, on the website, that applications are still being taken, but they must make a decision regarding the new cutoff date so the tour can be planned.

She advised that three categories have a single nominee; all other categories have more than one. Ms. Gordon observed that the Board does not have to give an award in every category.

The Board members determined that if the original application deadline was be extended by two weeks, the original tour date of March 27 must be postponed "at least until the first week in April." It was noted that the Board took this action in 2009.

Motion made by Mr. Maloy, seconded by Mr. Nielsen, to extend the application deadline until close of business on Friday, March 26, 2010. In a voice vote, the **motion** carried unanimously.

Motion made by Mr. Maloy, seconded by Mr. Nielsen, to **amend** the original **motion** to include the tour date of Saturday, April 10, 2010. In a voice vote, the **amendment** was unanimously approved.

- **CAB Event Invitation Printing Costs**

Ms. Gee explained that the Board must decide which invitation to use for the Annual Event. She provided an example of the 2009 invitation, which cost \$790; however, she pointed out that using stock paper and blue instead of silver

coloring, the invitation costs would be \$241. While the City absorbs the cost of the invitations, she noted that the Board should be “budget-conscious.”

Motion made by Mr. Johnson, seconded by Ms. Walker, to select the blue invitations. In a voice vote, the **motion** carried unanimously.

Ms. Gee continued that the RSVP date, which is April 30, will be included on the invitations. This date is two weeks in advance of the Annual Event. She noted that Mr. Kater, who was not present, had previously volunteered his address for the returns, and had offered to be responsible for the checks. She would attempt to reach him outside of the meeting to confirm this.

She added that she would like to have the invitations in the mail by April 1, which is “standard for an event.” She would also need a list of individuals the Board would not automatically invite to the event, but to whom invitations should be sent.

While the Annual Event is open to the public, Ms. Gee pointed out, it is not a free event; the Board had determined there will be a \$30 charge for each attendee, and the price may be higher at the door.

Ms. Franklin asked how the Board plans for “additional people” to attend the event. Ms. Gee explained this is based on the number of responses received; most venues expect that more people will show up for an event than originally planned.

Mr. Nielsen asked how they would determine a price to encourage advance purchase of tickets and discourage showing up at the door. Ms. Gee advised there is usually a \$10-15 difference in the advance and door ticket prices. She stated that both costs will be included on the invitations, so the Board must determine the price of tickets at the door. Individuals who pay at the door will not have the cost of parking covered in their ticket purchase.

Motion made by Ms. Walker, seconded by Mr. Yue, to charge \$35 for tickets at the door. In a voice vote, the **motion** carried unanimously.

- **Purchase Order Status for CAB Event Venue**

Ms. Gee reiterated that the P.O. has been issued for Bahia Mar, but the City’s purchasing system requires the vendor to provide the City with a W-9.

- **Keynote Speaker Status**

Ms. Gee continued that the keynote speaker must be selected for inclusion in the program; the final categories must also be included. The program was originally

scheduled to go to the printer by March 31, although Vice Chair Mammano noted that with the revised application deadline and tour date, this would no longer be possible. Today's meeting is the last one scheduled before this deadline.

Mr. Green joined the meeting at this time (6:09 p.m.).

It was noted that in the past, keynote speakers have been consultants, landscape architects, historians, and City Managers, among others.

Mr. Yue proposed someone with a wildlife background. Vice Chair Mammano recalled that there is a consultant undertaking green initiatives for the City. She emphasized, however, that this decision could not be made by March 31 unless a special meeting is called for later in the month.

Ms. Gee noted that Mr. Murphy had offered to look into the selection of the keynote speaker, and felt the Board should communicate with him first to learn whether or not this has been done.

Motion made by Mr. Johnson, seconded by Ms. Gordon, to allow Mr. Murphy to choose the keynote speaker for the Annual Event and that this be ratified by the Board at the April 2010 meeting. In a voice vote, the **motion** carried unanimously.

It was determined that Mr. Murphy must have a brief bio and a photograph of the keynote speaker to Ms. Gee by March 31, 2010.

Annual Event

- **Event Tasks Update Checklist Review**

Vice Chair Mammano stated that this checklist has changed, with "everything moved back a little." Ms. Gee explained the Board must take two actions: make a decision on the invitations and the keynote speaker. For those Board members soliciting sponsors, she continued that the sponsors' artwork must be sent in for use in the program by March 31.

Other Matters of Interest or Concern

It was clarified that the Board members do not discuss the nominated properties during the bus tour. Any discussion of the properties must be done as part of the follow-up meeting, and must be made part of the official record.

Vice Chair Mammano suggested calling a special meeting prior to the tour, as members "can't have an exchange about your opinion[s]" on the bus. It was ultimately decided that the Board would hold the meeting after the tour.

Ms. Gee introduced Reina Gonzalez, Admin Assistant II, who will be taking over as Board Liaison. She currently works with Parking and Fleet Services, and has worked with the City Commission, Boards, and public relations and planning. Ms. Gee will remain Liaison through the time of the Annual Event, after which time Ms. Gonzalez will assume this responsibility.

Vice Chair Mammano reminded the Board that there had been discussion at the December 2009 meeting of recognizing "buildings of distinction" in the Annual Event program, and asked if any members have buildings they would like to nominate. Winning buildings would receive certificates rather than plaques.

Ms. Walker commented that the invitation states hors d'oeuvres and refreshments will be provided at the Annual Event, and asked if a cash bar has been considered as well. It was noted that invitations have mentioned "cocktails and hors d'oeuvres" at past events.

Motion made by Mr. Johnson, seconded by Mr. Nielsen, to include the mention of a cash bar in the invitations. In a voice vote, the **motion** carried unanimously.

There being no further business to come before the Board at this time, the meeting was adjourned at 6:30 p.m.

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