

**COMMUNITY APPEARANCE BOARD  
CITY COMMISSION CONFERENCE ROOM – 8<sup>TH</sup> FLOOR CITY HALL  
100 NORTH ANDREWS AVENUE  
FORT LAUDERDALE, FLORIDA  
WEDNESDAY, APRIL 14, 2010 – 5:30 P.M.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		<u>01/10-12/10</u>	
		<u>Present</u>	<u>Absent</u>
Greg Stuart, Chair	P	3	1
Marilyn Mammano, Vice-Chair	P	3	1
Valerie J. Amor	P	4	0
Franci Bindler	P	2	2
Tom Catalino	P	4	0
Sheila Franklin	P	4	0
Ayisha Gordon	A	2	2
Kenneth Green	A	1	3
Bruce Johnson	A	2	2
Emmett Kater	A	1	2
Patrick R. Maloy (5:53)	P	2	2
Rick W. Murphy	A	1	3
Larry Lee Nielsen	A	2	2
Ryan Paton	P	3	1
Barbra Stern	P	1	0
Barbara A. Van Voast	P	2	2
Shelley Walker	P	4	0
Victor Yue	P	4	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  
Reina Gonzalez, Admin Assistant II  
Barbara Hartmann, Recording Secretary, Prototype, Inc.

**Communications to City Commission**

None at this time.

**Call to Order**

- **Roll Call**

Chair Stuart called the meeting to order at 5:40 p.m. Roll was called and it was determined a quorum was present.

- **Welcome New Members and Introductions**

Chair Stuart introduced new member Barbra Stern. Ms. Stern is an attorney living in Fort Lauderdale and was appointed by Commissioner Rogers. She is currently a candidate for the State House of Representatives. She is interested in making the City a better place and looks forward to serving on the Board.

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

**Motion** made by Vice Chair Mammano, seconded by Ms. Franklin, to approve the minutes of the March 10, 2010 meeting. In a voice vote, the **motion** carried unanimously.

### **Secretary / Treasurer's Report**

- **Status of Phone Line Inquiries for CAB Event**
- **Status of WOW Self-Nominations**

As Mr. Murphy was not present, the full Secretary/Treasurer's Report could not be presented at this time.

- **Budget Update**

Ms. Gee advised that there had been \$3000 in sponsorships on the day the Board's Commission Agenda Item was prepared, with \$100 remaining in the Subsidiary account from last year. A request to transfer \$3100 from the Subsidiary account to the Operating Account will be submitted for Commission approval at the April 20 meeting. The \$3100 will be used to pay for the event venue and the Board's bus. Additional checks have been received since that time.

Total expenses for the Annual Event thus far come to \$1079.14, including the bus rental. Ms. Gee added that two additional expenses are forthcoming: invitations have been sent to the printer, which will cost roughly \$300, and postage is estimated at \$800.

### **Chairperson's Report**

- **Fundraising Update**

Chair Stuart noted that the Board is having a successful fundraising year, and thanked the members for their efforts in generating revenue. He reminded the Board that members are required to purchase their tickets for the event.

Vice Chair Mammano reported that former Chair John Castelli has offered to send a blast email of the CAB invitation to Fort Lauderdale realtors. He will need a digital copy of the invitation, as well as information on where checks should be sent.

Ms. Gee noted that former Board members and previous years' winners and nominees receive invitations, so the list grows each year. The Board's "VIP List" includes the presidents of local homeowners' associations, City Commission members, Department heads, and members of the City Manager's Office.

Mr. Yue asked if the Board has considered sending electronic invitations rather than mailing them through the post office. Ms. Gee advised that the City would support them if they chose to do so in the future.

Chair Stuart thanked Vice Chair Mammano for her work on the Annual Event, and the Board recognized her efforts with a round of applause.

Mr. Yue commented that with regard to the awards, "before" and "after" photos would be helpful in the future. It was noted that this was particularly true for renovated properties.

### **Liaison's Report**

Ms. Gee asked Vice Chair Mammano to follow up on a discussion held after the Board's tour of nominated properties. Some of the applications had not been submitted for the appropriate categories, and the Board is allowed to reassign these properties to other categories if necessary.

Mr. Maloy joined the meeting at this time (5:53 p.m.).

Vice Chair Mammano provided photographs of individual properties visited on the tour, explaining the reasons there are more appropriate categories for these properties.

**Motion** made by Ms. Bindler, seconded by Ms. Amor, to follow Vice Chair Mammano's suggestions as presented.

Mr. Yue stated the categories are based on the use of the facilities rather than on whether or not they receive government funding. Vice Chair Mammano recalled that the Special Projects category was originally established because the Board did not feel it would be fair to place government-funded and privately funded

projects in the same category. She offered the example of affordable housing projects competing with “high-end” privately funded properties.

Chair Stuart noted that he agreed with the proposed changes, and felt any projects financed by the City belong in the governmental category. Mr. Yue maintained that awards should be given from an aesthetic rather than a funding perspective.

In a voice vote, the **motion** carried 11-1 (Mr. Yue dissenting).

Ms. Gee introduced Reina Gonzalez, who will become the Board's liaison at a later date once the Annual Event is past.

- **Notebook Updates**

Ms. Gee provided the Board with a list of members' names and contact numbers.

- **WOW of the Year Award**

She pointed out that this award is presented to properties that have won WOW Awards from June of the previous year through May of the current year. Because the winning properties from April and May 2010 were not included in the tour, however, she suggested that the Board consider carrying them over to be considered in 2011.

**Motion** made by Ms. Walker, seconded by Mr. Catalino, to carry over the April and May 2010 properties for next year's award. In a voice vote, the **motion** carried unanimously.

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

Ms. Gee stated that this purchase order has been secured. She noted that the Board must decide how to handle the parking portion of the ticket, as they are “collecting for the parking up front.” Ms. Walker proposed that stickers be given to event attendees to place on their parking tickets if they have self-parked.

- **CAB Application Removed**

Ms. Gee added that an application had been submitted for an award, but the property owner had contacted the Board to advise that he had not given his approval to submit the application. Further communication disclosed that a landscape architect who had worked on the property had submitted the application without the owner's knowledge. The property owner had asked that the entry be removed. Ms. Gee suggested that a letter should be sent to the applicant advising him that the property cannot be considered for the award.

Ms. Bindler recommended sending a letter to the applicant with a courtesy copy to the property owner. It was agreed by consensus that this was an appropriate solution.

Ms. Gee continued that invitations will be ready no later than Friday, April 16, 2010. They will be delivered to Ms. Bindler's office. Ms. Gee noted that the printing company responsible for printing address labels has made "dramatic errors" on some of these labels, and Staff has offered to print mailing labels on stickers, which will be attached when envelopes are stuffed. The return date for RSVP is May 7, 2010, which is five working days before the Event.

Ms. Gee stated that checks will come to the City for deposit; a volunteer is needed to monitor the telephone "hotline" in case there are general questions about the Annual Event. Ms. Van Voast offered to check this line.

**Motion** made by Ms. Walker, seconded by Ms. Franklin, to "comp" the Annual Event tickets for City Commissioners.

Chair Stuart clarified that this will be done for City Commissioners only, and will not include their aides. Ms. Gee added that Commissioners are offered the opportunity to "say a few words" if they are present at the Event.

In a voice vote, the **motion** carried unanimously.

Ms. Gee advised that the Board must let her know how many tickets are comped per sponsor, based upon the amount of sponsorship.

Vice Chair Mammano advised that she has handled sponsorship signs for the Event in the past, and it is "not a hard job." Artwork is provided and may be taken to "any sign company in Fort Lauderdale." Ms. Stern volunteered to take on this task.

Ms. Gee asked the Board to determine whether they wished to keep the previous year's order of presentations.

**Motion** made by Ms. Van Voast, seconded by Ms. Bindler, to keep the same order as last year. In a voice vote, the **motion** carried unanimously.

Ms. Gee also pointed out that the print deadline is April 21, 2010, so any remaining sponsorships should be brought to Staff as quickly as possible for inclusion in the program.

The following Item was taken out of order on the Agenda.

### **Annual Event**

- **Event Tasks Update (Checklist Review)**
- **Event and Sponsor Signage**
- **Application Status**
- **Venue Status**

Ms. Gee noted that most tasks have been assigned, and the applications, signage, and venue were discussed earlier in the meeting.

- **PowerPoint Presentation Development**

It was noted that Ms. Gonzalez and Vice Chair Mammano would take charge of the PowerPoint presentation.

- **Keynote Speaker Status**

Ms. Gee advised that Mr. Murphy has provided a brief bio of the keynote speaker, and she will email this information to the members.

She proposed a walk-through be done at the venue to determine what equipment will be needed, placement of tables, and other considerations. Once the date for the walk-through is determined, notice must be posted. Vice Chair Mammano, Ms. Bindler, and Ms. Van Voast volunteered for this task. A follow-up date to discuss the walk-through must also be posted. It was determined these dates would be sent to Ms. Gee with appropriate notice.

**Motion** made by Ms. Van Voast, seconded by Ms. Franklin, that a \$500 budget be reserved for flowers. In a voice vote, the **motion** carried.

Ms. Amor suggested purchasing flowers that may be planted as donations after the Event.

Chair Stuart explained that members have taken turns at the registration table at past events. Ms. Gee stated she would bring a cash box for this purpose.

## **WOW Awards**

- **Board Still Needs to Provide an April 2010 Winner**

Ms. Bindler provided “before” and “after” photos of the nominated home, which is located in the Bermuda Riviera section of the City. Renovations by the owner include the addition of a second floor, an outside staircase, and landscaped hedges while maintaining the footprint of the original structure.

**Motion** made by Ms. Franklin, seconded by Mr. Yue, to accept the nominated property as WOW Award winner for April 2010. In a voice vote, the **motion** carried unanimously.

- **May Winner Due April 14, 2010**

Ms. Walker provided photos of the nominated home, located on the Las Olas Isles. It required over three years for completion and includes an outside kitchen, verandas, and upper and lower porches.

**Motion** made by Ms. Walker, seconded by Mr. Maloy, to accept 320 Isle of Palms as the May 2010 WOW Award winner. In a voice vote, the **motion** carried unanimously.

**Other Matters of Interest or Concern**

It was noted that Board members may not submit nominations for WOW Awards on properties they have an ownership interest in, or have performed renovation work on, as this would present a conflict of interest.

**Communication to City Commission**

None at this time.

There being no further business to come before the Board at this time, the meeting was adjourned at 6:53 p.m.

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