

**COMMUNITY APPEARANCE BOARD
CITY COMMISSION CONFERENCE ROOM – 8TH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, APRIL 13, 2011 – 5:30 P.M.**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		<u>01/11-12/11</u>	
		<u>Present</u>	<u>Absent</u>
Greg Stuart, Chair	P	4	0
Marilyn Mammano, Vice Chair	P	4	0
Franci Bindler	P	2	2
Tom Catalino (dep. 6:40)	P	4	0
Kelvin D. Curtis	A	2	2
Sarah Davis	P	3	1
Karen Doyle (arr. 5:46)	P	4	0
Sheila Franklin	P	4	0
Ayisha Gordon (arr. 6:03)	P	4	0
Kenneth Green	A	2	2
John T. Holmes	A	3	1
Larry "Ry" Nielsen (arr. 5:50)	P	4	0
Ryan Paton	P	4	0
Cara Pavalock	P	4	0
Barbra Stern	A	3	1
Barbara A. Van Voast	P	4	0

As of this date, there were 16 appointed members to the Board, which means 9 would constitute a quorum.

Staff

Reina Gonzalez, Staff Liaison

Barbara Hartmann, Recording Secretary, Prototype, Inc.

Communications to City Commission

None.

- **Roll Call**

Chair Stuart called the meeting to order at 5:45 p.m. Roll was called and it was noted a quorum was present.

Ms. Pavalock arrived at 5:46 p.m.

- **Approval of March 9, 2011 Meeting Minutes**

Motion made by Ms. Franklin, seconded by Ms. Bindler, to approve the minutes of the March 9, 2011 meeting. In a voice vote, the **motion** passed unanimously.

- **Approval of April 9, 2011 Special Meeting Minutes**

Motion made by Vice Chair Mammano, seconded by Ms. Davis, to approve the minutes of the April 9, 2011 special meeting. In a voice vote, the **motion** passed unanimously.

- **Chairman's Report**

Chair Stuart thanked the members for attending the bus tour.

- **Liaison's Report**
 - **Notebook Updates**

Ms. Gonzalez advised that she would email the members with information on the upcoming Better Meetings Academy. This program discusses the Sunshine Law and other matters related to board meetings.

She noted that the current Board membership is at 16 members, as former members Patrick Maloy and Jimmy Witherspoon are no longer on the Board.

Mr. Nielsen arrived at 5:50 p.m.

- **Treasurer's Report**
 - **Event Budget**

Ms. Van Voast reported that there was \$4198.28 in the Board's account, which includes the \$1573 balance left over from the previous year. Many of these sponsorships were brought in by Board members.

Expenses for the Annual Event include the venue at Bahia Mar for \$3327 and the plaques to be given to sponsors. Ms. Van Voast noted that if the award plaques use the Centennial logo, the cost would be \$4070; without the logo, the cost would be \$2974. The difference would be roughly \$1100.

Ms. Gonzalez explained that the plaques would have to be slightly larger to accommodate the Centennial logo. She noted that the smaller plaques could possibly include the word "Centennial." The price of the regular plaques is \$146; the plaques including the Centennial logo would cost \$197.

Motion made by Vice Chair Mammano, seconded by Mr. Catalino, that they not go with the Centennial logo on the plaques, but that they do try and add some language at a modest cost indicating that it is a Centennial year.

Ms. Gonzalez said she would follow up with the members if there was any difficulty in following through with this action.

Ms. Doyle asked how the changes in language on the plaques would be communicated to the members. Ms. Gonzalez said the only change would be adding the words "Centennial" or "Centennial Year." Pictures of the proposed plaque design were shown to the Board members.

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

Ms. Van Voast recalled that the Board had been pleased with the flowers at the 2010 Event, and suggested that they could use the same florist for this year's Event. The cost of flowers in 2010 had been approximately \$300. Ms. Van Voast cautioned that the cost may be higher due to increased gas prices and other vendor expenses.

Motion made by Mr. Nielsen, seconded by Ms. Davis, to give Ms. Van Voast a limit of \$350 [for flowers].

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

Motion made by Vice Chair Mammano, seconded by Mr. Catalino, to have the event at Bahia Mar, per the invoice that they received from them, \$3327. In a voice vote, the **motion** passed unanimously.

Chair Stuart explained that with the current level of money in the Board's budget, as well as the estimated level of ticket sales at \$30-35 apiece, they were close to having the necessary amount to pay for the venue. Ms. Gonzalez added that the City contributed funds will be available, in addition to any further sponsorship dollars that may come in.

Ms. Gordon arrived at 6:03 p.m.

- **Invitations**
- **Program**

Ms. Gonzalez said the deadline to include sponsors' names in the Event program would be Friday, April 22.

Ms. Gordon reported that she had brought a \$500 sponsorship check. This brought the account total to roughly \$4600.

Ms. Gonzalez said the cost of printing invitations was \$542.60 and postage was \$301.48 invitations will be sent out. The cost of printing the program is \$634. The list includes invitees from civic and homeowners' associations, as well as everyone who sent in an application or whose name was included on an application. City Commissioners and County and State Legislators, WOW Award winners, and prior Annual Event winners are also included.

Vice Chair Mammano asked if the funds provided by the City could be used for printing costs. Ms. Gonzalez confirmed that they could, and advised that they would discuss what amounts should be moved from the City account to cover costs.

Ms. Doyle asked if a PDF version of the invitation could be emailed to homeowners' associations, so they could forward it to their members. Ms. Gonzalez said there is a PDF invitation, and this has been done in previous years. There is also an email list so electronic invitations can be sent out when possible.

Motion made by Ms. Franklin, seconded by Mr. Catalino, to approve invitation printing and postage and program printing expenditures. In a voice vote, the **motion** passed unanimously.

Motion made by Ms. Bindler, seconded by Vice Chair Mammano, to approve a transfer from the subsidiary account, which is now over \$4600, and basically they need to transfer \$3500 of the \$4600 that's in there. In a voice vote, the **motion** passed unanimously.

- **Community Appearance Board Centennial Award**

Chair Stuart said there had potentially been seven plaques for Centennial-themed awards; however, the Centennial Celebration Committee did not have any funds to give the Board for these plaques. The Board will instead provide a special plaque for the CAB Centennial Award winner.

Motion made by Vice Chair Mammano, seconded by Ms. Gordon, confirming that they have one Centennial plaque award and the other seven will not actually occur. In a voice vote, the **motion** passed unanimously.

Chair Stuart noted that new categories include neighborhood and business Community Outreach awards. Ms. Gonzalez advised that these awards will receive acrylic plaques. There will be one neighborhood award and two business awards. She encouraged the members to ensure that representatives of these groups attend the Annual Event.

Vice Chair Mammano said two applications had been received for the business award. One was from BB&T, which had partnered with the Women's Club to provide a bromeliad garden next to Stranahan Park. BB&T employees had worked with Women's Club members to plant a flower garden. The second business application was for The Power of One Hour, Rotary Club of Fort Lauderdale which facilitates projects and events in which volunteers offer one hour of their time.

Vice Chair Mammano explained that all three Community Outreach award applications will receive awards this year, as they all meet the necessary criteria and it is the first year of the Community Outreach awards. She recalled that the Board had voted on the Community Outreach neighborhood award at a previous meeting.

Motion made by Mr. Nielsen, seconded by Mr. Paton, to approve two awards to be given to the organizations.

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

- **WOW Awards (Rotation – Assign to CAB Members)**
 - **May WOW (District 2) – Due May 12, 2011**
 - **June WOW (District 3) – Due June 8, 2011**
 - **July WOW (District 4) – Due July 13, 2011**

Chair Stuart noted that the rotation is up to date, and the Board needed to assign members to the May, June, and July WOW Awards.

Ms. Gordon volunteered to bring the June WOW Award nominee to the Board. It was determined that Ms. Davis would accompany her to gain experience.

Ms. Bindler and Mr. Nielsen volunteered to find the May nominee, and Mr. Paton and Chair Stuart offered to find the July nominee.

- **Annual Event: Thursday, 5/12/11, 5:30 p.m. to 8:30 p.m.**

Chair Stuart said one of the properties listed on the bus tour had proven very difficult to find and very confusing for board members because the before and after pictures provided looked relatively recent. Before-and-after photos of the property were distributed at this time, along with ballots so the property could be judged by the Board. Ms. Gonzalez explained that there were no other properties in the same category, so no other applicants would be affected.

Ms. Gordon recused herself from voting upon the property due to conflict.

Chair Stuart advised that there is a tie for the WOW of the Year Award. These two properties received the exact same scores. He suggested there were two potential solutions: both properties could receive an award, or he could cast a vote and break the tie, as he had not been present for the bus tour.

Motion made by Ms. Van Voast, seconded by Ms. Franklin, to give them both an award. In a voice vote, the **motion** passed unanimously.

Chair Stuart continued that there is also a tie for Property of the Year. Ms. Gonzalez noted that the tied properties were from “completely different categories.” She clarified that Property of the Year is awarded to the property receiving the highest overall score. These two properties received the exact same scores.

Motion made by Ms. Van Voast, seconded by Vice Chair Mammano, that they have two Properties of the Year. In a voice vote, the **motion** passed unanimously.

It was noted that the Board would meet once more on the Wednesday, May 11, before the Annual Event on Thursday, May 12.

- **Venue**

Ms. Gonzalez said she had spoken to a member of the Public Information Office regarding “having presentations scrolling this year” at the Annual Event reception in recognition of the Centennial. This has been prepared on a DVD and a screen will be set up at the venue. She added that one of the Centennial Celebration Committee’s trunk shows will be set up at the Annual Event.

Chair Stuart confirmed that he will provide music for the event.

Ms. Gonzalez emphasized that award winners should be contacted to ensure that as many winners as possible will be present. While the winners will not be informed that they have won awards, they will be encouraged to attend.

Mr. Nielsen and Mr. Catalino left the meeting at 6:40 p.m.

Ms. Gonzalez suggested that a member of the Board could thank the sponsors from the podium during the Event. Chair Stuart offered to do this.

Ms. Gonzalez encouraged the members to arrive early at the Annual Event. She added that Board members’ nametags would be included in their packets at the Event.

- **Speaker(s) and Program**

Ms. Gonzalez said she had talked with both speakers, and would contact them again and request that they send her their presentations in advance. Vice Chair Mammano suggested that the speakers be limited to “half an hour total” for their presentations, to general consensus from the Board. Ms. Gonzalez said she would inform the speakers of the time constraints.

- **Sponsorships**

Chair Stuart noted that sponsorships had already been discussed.

- **New Business**

Ms. Doyle pointed out that the WOW Award-winning homes on the City’s website can now be clicked on for a larger view. She thanked Ms. Gonzalez for ensuring this was possible.

It was noted that some members had concerns regarding the accuracy of closed captioning at the City Commission meetings. Ms. Gonzalez informed the Board that while there have been errors in closed captioning during the meetings, the permanent record is accurate.

- **Communication to City Commission**

Ms. Gonzalez said all City Commissioners have been invited to the Annual Event, and the Mayor will speak briefly at the beginning. Ms. Gordon suggested that the Mayor could be asked to stay for photographs with some of the award winners, if his schedule permits; if he was unable to stay, a City Commissioner might be able to do this. Ms. Gonzalez said she would make this request.

- **Adjourn**

There being no further business to come before the Board at this time, the meeting was adjourned at 7:00 p.m.

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