

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

BOARD MEMBERS	ATTENDANCE	CUMULATIVE	
		01/11-12/11	
		<u>Present</u>	<u>Absent</u>
Greg Stuart, Chair	P	5	1
Marilyn Mammano, Vice Chair	P	6	0
Franci Bindler	P	3	3
Tom Catalino	P	6	0
Kelvin D. Curtis (arr. 5:44)	P	4	2
Karen Doyle (arr. 5:49)	P	6	0
Sheila Franklin	P	6	0
Ayisha Gordon (arr. 6:12)	P	6	0
Kenneth Green	A	3	3
John T. Holmes	A	4	2
Michelle Klymko	P	1	0
Larry "Ry" Nielsen (arr. 5:40)	P	6	0
Ryan Paton	A	5	1
Cara Pavalock	A	5	1
Barbra Stern	P	5	1
Paula Tighe	P	2	0
Amber Van Buren	P	1	0
Barbara A. Van Voast	P	6	0

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

Staff

Reina Gonzalez, Staff Liaison
Amanda Lebofsky, Recording Secretary, Prototype, Inc.

Communications to City Commission

Motion made by Vice Chair Mammano, seconded by Ms. Bindler, to acknowledge the excellent work that Liaison Reina Gonzalez and Staff have done on behalf of the Board, particularly regarding the recent Annual Event. In a voice vote, the **motion** passed unanimously.

Call to Order

- **Roll Call**

Chair Stuart called the meeting to order at 5:37 p.m. Roll was called and it was noted a quorum was present.

- **Welcome New Members and Introductions**

New members Amber Van Buren and Michelle Klymko introduced themselves to the Board. Ms. Van Buren is a former City employee who now works at ArtServe. Ms. Klymko is a Land Use and Government attorney with experience in special events.

- **Approval of Minutes from May 11, 2011 Meeting**

Motion made by Ms. Stern, seconded by Mr. Nielsen, to approve the minutes of the May 11, 2011 meeting. In a voice vote, the **motion** passed unanimously.

Chairperson's Report

Chair Stuart reported that the Annual Event was very well-attended, and congratulated the Board members on their hard work toward a successful Event. He noted that the property voted Property of the Year referred to their award in a recent newspaper advertisement.

Treasurer's Report

Ms. Van Voast stated that there is \$4588.28 remaining in the Board's account after ticket sales and payments to vendors for the Annual Event. There is a \$2000 balance in the subsidiary account. Additional expenditures for plaques will come to roughly \$4076. Ms. Gonzalez estimated that after all invoices have been paid, the Board will retain approximately \$2200.

Ms. Van Voast noted that three expenditures require approval, including sponsor plaques and bronze award plaques. Ms. Gonzalez showed the Board an example of a sponsor plaque, and advised that the vendor had lowered the cost from \$58 to \$42 per plaque.

Motion made by Ms. Bindler, seconded by Ms. Stern, to approve the sponsor plaques for \$610.60.

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

Ms. Van Voast continued that the cost of the winners' bronze plaques is \$3013, and \$227 for Centennial Plaque and \$176 for Neighborhood & Business Award Plaques. Ms. Gonzalez noted that the Centennial plaque includes the Centennial

logo. The remaining bronze plaques include verbiage stating that 2011 is the City's Centennial year.

Motion made by Vice Chair Mammano, seconded by Ms. Stern, to approve the cost of the bronze plaques. In a voice vote, the **motion** passed unanimously.

Ms. Van Voast concluded that the expense of \$360 for 30 new WOW Award yard signs also requires approval.

Motion made by Vice Chair Mammano, seconded by Ms. Franklin, to spend \$360 on new WOW signs. In a voice vote, the **motion** passed unanimously.

Liaison's Report

- **Notebook Updates**

Ms. Gonzalez advised the Board that new phone lists were available. Chair Stuart reminded the members that no Board business should be discussed outside meetings, as this would violate the Sunshine Law. He added that the City offers training on this and other issues related to serving on boards and committees, and encouraged the members to attend this training if they have not already done so.

WOW Awards

- **May WOW Award Winner Due June 8, 2011**

Ms. Doyle and Mr. Nielsen provided photographs of a property in District 2. Ms. Doyle said the neighborhood is in a state of transition due to the current real estate market; the property was given a "facelift" by its owners, including repainting, landscaping, and work on the driveway. They have owned the property since 2000.

Motion made by Vice Chair Mammano, seconded by Ms. Franklin, that they nominate [the] house for the May WOW. In a voice vote, the **motion** passed unanimously.

- **June WOW Award Winner Due June 8, 2011**

Ms. Tighe explained that she and Ms. Gordon would present the June WOW Award nominee at the July Board meeting. Chair Stuart said he and Mr. Paton would present the July WOW Award nominee at the same time.

Ms. Gonzalez advised that the May and June WOW Awards would be presented at the August 16, 2011 City Commission meeting, as there will be only one Commission meeting per month in July and August.

Annual Event

- **Event Overview**
- **Post Event Tasks**
 - **Approval of Recognition of Sponsors and Keynote Speakers at the June 21, 2011 Commission Meeting**
 - **Sponsor Plaques**
 - **Sponsor/Keynote Recognition and Thank You Letters – DONE**
 - **Winner Plaques**
 - **Web Posting – DONE**
 - **Event Pictures**

Chair Stuart said the award winners are posted on the City's website.

Vice Chair Mammano asked if photographs are available to give to homeowners' and civic associations that participated in the Event. Ms. Gonzalez said the pictures will be posted later this week on the City's website; they can be saved from the website by individuals who would like copies. She added that the civic packet, which is sent to homeowners' associations, would receive information from the Annual Event.

Ms. Doyle advised that the photographs may have been posted in very large format, as they took a very long time to load when they were sent to individuals. Ms. Gonzalez said they would be posted in lower resolution on the City's website. Vice Chair Mammano expressed concern that this could be problematic when the photographs are printed. Ms. Gonzalez said if anyone experiences a problem with a specific photograph, she would send a copy to them via email.

Ms. Van Voast suggested the Board should reach out to *Gold Coast* and *Riverwalk* magazines. Ms. Klymko and Ms. Doyle offered to follow up with these publications and find out if they are interested in picking up some of the Board's press releases.

Chair Stuart pointed out that the award for Urban and Environmental Design focuses primarily on aspects of urban rather than environmental design. Vice Chair Mammano suggested that the name of this award be changed in the future.

Motion made by Vice Chair Mammano, seconded by Mr. Catalino, that they change [the name of the award] next year to Urban Design. In a voice vote, the **motion** passed unanimously.

Chair Stuart advised that Board action was required to transfer \$2340 from the subsidiary account into the expense account.

Motion made by Mr. Catalino, seconded by Mr. Nielsen, to transfer funds from the trust account. In a voice vote, the **motion** passed unanimously.

Election of Officers

Chair Stuart ceded the chair to Vice Chair Mammano at this time.

Motion made by Chair Stuart, seconded by Mr. Catalino, to nominate Barbra Stern as Chair, Marilyn Mammano as Vice Chair, and that Barbara Van Voast continue as Treasurer, Sheila Franklin continue as Secretary, and Ryan Paton continue as Public Outreach Coordinator.

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

New Business

Ms. Gonzalez noted that Ms. Stern would assist her at the City Commission meeting recognizing the Annual Event sponsors, and requested another volunteer. Vice Chair Mammano and later Ms. Gordon advised they would help.

Ms. Gonzalez added that she has sent recognition and invitation letters to the sponsors and the Event's photographer, and she will call the sponsors to invite them to the Commission meeting.

She continued that she would proceed with a purchase order for the bronze plaques and the acrylic plaques for the sponsors now that the Board has approved their purchase

Communications to the City Commission

Motion made by Vice Chair Mammano, seconded by Ms. Bindler, to acknowledge the excellent work that Liaison Reina Gonzalez has done. In a voice vote, the **motion** passed unanimously.

Vice Chair Mammano added that she would send a letter to the City Commission recognizing the work Ms. Gonzalez has done on behalf of the Board.

Adjournment

There being no further business to come before the Board at this time, the meeting was adjourned at 6:12 p.m.

Community Appearance Board
June 8, 2011
Page 6

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