



CITY OF FORT LAUDERDALE

**COMMUNITY APPEARANCE BOARD MEETING
CITY OF FORT LAUDERDALE
CITY HALL, 8TH FLOOR
100 NORTH ANDREWS AVENUE
JANUARY 11, 2023 – 5:30 P.M.**

Board Member

Attendance

Cabot Edewaard, Chair	P
Jack Plakotaris, Vice Chair	P
Siran Derbedrossian	P
Lori Hamlin	A
Elka Keimel	P
Thetis Palamiotou	A
Paul Robinson	P
Miguel Wright	A
April Young (at 5:55 p.m.)	P
Sally Zubero	P

Staff Attending

Anthea Thomas, Board Liaison, Strategic Communications Specialist

I. Call to Order/Roll Call

The meeting was called to order at 5:43 p.m. It was determined a quorum was present. Ms. Thomas reviewed the Board packet briefly.

II. Approval of Minutes

- **October 12, 2022**

Motion made by Mr. Robinson, seconded by Ms. Derbedrossian, to approve the October 12, 2022, minutes as printed. In a voice vote, the **motion** passed unanimously.

- **December 14, 2022**

Motion made by Mr. Robinson, seconded by Ms. Derbedrossian, to approve the December 14, 2022, minutes as printed. In a voice vote, the **motion** passed unanimously.

III. Chair Update

Chair Edewaard stated he was pleased with the progress in getting new CAB award submissions in. He noted he believed they needed to work on getting new Board members.

Ms. Thomas explained an updated list of award nominations was included in the backup materials. She stated the new City Commission members are in place, and she will be sending them information requesting that they make new appointments to the Board. She noted the Board is intended to be made up of 25 members.

Ms. Keimel stated she knew someone interested in serving on the Board. Ms. Thomas explained there was an application on the City website.

IV. Liaison Report

Ms. Thomas stated she had spoken with the City's Media Relations person, and she was interested in emceeding the CAB awards event. She explained she had spoken with staff regarding the possibility of using the City Parking Garage as a venue for the event and would move forward with making those arrangements. Continuing, Ms. Thomas stated obtaining available dates from the Mayor and Commission was still a work in process. Discussion ensued regarding scheduling the event and tour.

April Young joined the meeting at 5:55 p.m. Ms. Young introduced herself briefly.

V. New Business

Chair Edewaard asked for clarification on how much time was needed to have CAB Award trophies made. Ms. Thomas stated it takes between six (6) and eight (8) weeks, depending on the vendor selected. She stated they could also present a placeholder at the event.

Chair Edewaard asserted he believed the event should be scheduled sooner, rather than later. He stated he thought they should aim for March, and select a date which worked for the venue and the Mayor. Discussion ensued regarding potential dates and the lead time needed.

Motion made by Ms. Zubero, seconded by Mr. Robinson, to give Ms. Thomas the authority to approve a date for the Annual CAB Awards which fits the Mayor's calendar and the window to be set by the Board. In a voice vote, the **motion** passed unanimously.

Discussion ensued as to whether the parking garage would be an option during College Spring Break weeks.

Motion made by Mr. Robinson, seconded by Ms. Keimel, to set a window from March 1 to April 30 for any available event for the Annual CAB Awards. In a voice vote, the **motion** passed unanimously.

Ms. Thomas stated she would connect with staff to place a hold on a date as soon as possible. She noted the March calendar had a number of conflicts and may be unlikely.

Chair Edewaard stated the next order of business was to set a date for the tour. Ms. Thomas provided additional detail on the requirements for the tour. Discussion ensued regarding potential dates.

Ms. Thomas outlined the process typically followed on the tour and noted she would need to confirm the process with the City Attorney.

Motion made by Mr. Robinson, seconded by Ms. Keimel, to cut off nominations for the Annual CAB Awards on January 31 and to hold the tour on February 11 or February 18. In a voice vote, the **motion** passed unanimously.

VI. Old Business

- **Annual CAB Award Status Update**

Ms. Zubero and Mr. Plakotaris shared potential nominations for the Annual Awards. Chair Edewaard stated he would follow up and complete the electronic portion of the submissions.

VII. Communications

None.

VIII. Items for Next Meeting

Ms. Thomas reviewed items for the next meeting, including confirming dates for the Annual Awards and the tour. She stated she would connect with Chair Edewaard prior to the next meeting regarding agenda items.

Chair Edewaard asked that fundraising and dividing responsibilities for the Awards should be added to the agenda.

Discussion ensued regarding expanding the Board's membership. Ms. Thomas explained each Commissioner has five (5) appointments and stated she would email the list of vacancies to be filled. She outlined instructions for locating the CAB member application on the City website.

IX. Adjourn

Upon motion duly made and seconded, the meeting adjourned at 6:25 p.m. The next Regular Meeting of the CAB is scheduled for February 8, 2023, at 5:30 p.m.

[Minutes prepared by C. Parkinson, Prototype, Inc.]