

CITY OF ARCHER
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ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES
Thursday, April 19, 2016 Time: 5:30 PM

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

Quorum Present:

Chair:	Sue Batey
Vice Chair:	Roberta Lopez
Board Members:	Sheila Brice
	Patricia Wiggins
	Laurie Costello
	Iris Bailey
	Frank Batey
	Annie Studemire

Absent: Linda Kasicki

Staff:

City Manager:	Zeriah K. Folston
Minutes Recorder:	Mary T. Flickinger

I. CALL TO ORDER:

Chairperson Batey called the meeting to order at 5:45 pm and led the board in an opening prayer.

II. CONSENT AGENDA:

A. Approval of the minutes from the April 7, 2016, meeting.

MOTION

Board Member Lopez moved to approve the consent agenda.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

MOTION

Board Member Wiggins moved to approve the minutes of the April 7, 2016, meeting with amendments, as stated.

Board Member Lopez seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

III. OLD BUSINESS

A. Brochure Revisions

Chairperson Batey distributed color copies of the revised brochure for review.

MOTION

Board Member Costello moved to remove the Archer Community Center Advisory Board information from the brochure.

Board Member Lopez seconded the motion.

MOTION WITHDRAWN

City Manager Folston proposed leaving the Archer Community Center Advisory Board information on the brochure and to add a programmed, generic phone number. The generic phone number would be setup in the City's system to automatically forward calls to the person assigned to be "on call" to answer the phone. Chairperson Batey stated that she would be responsible for providing the on call phone list to the City.

MOTION

Board Member Bailey moved to approve keeping the Archer Community Center Advisory Board information and to add a generic phone number for contact purposes.

Board Member Wiggins seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-1 (Board Member Costello opposed the motion).

MOTION

Board Member Lopez moved to leave the picture of the table with the candles, and to add in the middle of the back of the brochure, where the city logo is located, the words, "Where the community comes together."

Board Member Wiggins seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

B. Promotion & Advertisement Update

Board Member Lopez presented a two-page media list to the board and stated that the list has not been updated since 2003. Board Member Lopez asked for a volunteer to update the list. Chairperson Batey stated that she will take on the task of updating the list.

C. Fund Raising Strategy Updates

Board Member Lopez presented the revised draft of the fundraising strategy letter and asked the board to read through the draft and offer suggestions. City Manager Folston asked what the money would be used for, noting that the letter states youth activities and minor repairs. The board discussed the wording in the letter in detail. Board Member Lopez asked City Manager Folston if he would assist in re-writing the paragraph, the way it should be written. City Manager Folston declined, stating that it should come from the will of the people, the Committee, and the city should not write letters asking for money.

Board Member Lopez asked if any past funds were received in connection to the on-line contribution form from 2011. City Manager Folston stated that the committee did not operate under the Sunshine Law at that time and he could find no documentation on any funds received.

VOLUNTEER COMMENT: December McSherry

MOTION

Board Member Wiggins moved to table the draft of the fundraising strategy letter until the next meeting.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0 (Absent: Board Member Costello and Board Member Bailey).

IV. NEW BUSINESS

A. Chairperson Report

Chairperson Batey stated that Board Member Kasicki would like to resign from the board. It is unknown if Ms. Kasicki will remain as a volunteer. The letter of resignation from Ms. Kasicki will be forwarded for inclusion in the minutes. Chairperson Batey stated that the event calendar has been updated to include the new events and is current to date.

Chairperson Batey stated that the revised Committee Assignment list was emailed to the board in their meeting packets. Changes were made based on the discussions and preferences brought forward at the last meeting. The Committee Assignment list is attached to the minutes.

B. Volunteer Cleanup Committee

Chairperson Batey asked the Board to think about who would like to be a part of the Cleanup Committee. To work within the Sunshine Law, City Manager Folston recommended setting up a schedule of events and assigning the volunteers in advance.

Board Member Brice asked to address the cleaning of the facility after events, noting that mopping is different from light cleaning. City Manager Folston recapped that the committee offered to control costs by cleaning the facility, but if the committee is not available to clean the building, the burden of the cost will fall back on the city. Chairperson Batey stated that almost everyone leaves the building clean after an event.

Board Member Lopez stated that training is needed on the audio system and other equipment at the facility. City Manager Folston stated that training will be scheduled prior to the May events.

V. CITIZEN COMMENTS

Commissioner, Fletcher Hope

VI. COMMITTEE COMMENTS

None

VII. MOTION TO ADJOURN

MOTION

Board Member Lopez moved to adjourn the meeting.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0. Time: 7:07 pm. (Absent: Board Member Costello and Board Member Bailey)


Sue Batey, Chair


Zeria K. Folston, City Manager