

**CITY OF ARCHER**  
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**ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES**  
**Thursday, April 7, 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 Lopez  
Linda Kasicki

**Absent:** Frank Batey  
Annie Studemire

**Staff:**  
City Manager: Zeria K. Folston  
Minutes Recorder: Mary T. Flickinger

**I. CALL TO ORDER:**

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

**II. CONSENT AGENDA:**

**A. Approval of the minutes from the March 1, 2016, meeting.**

**MOTION**

Board Member Costello moved to approve the minutes from the March 1, 2016, meeting.

Board Member F. Lopez seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0. (Board Member Kasicki was not in attendance for the vote)

**III. REPORT TO THE BOARD**

**A. Report to the Board, Chairperson Batey**

Chairperson Batey made the board aware that the Archer Community Center Advisory Board, is a volunteer board, and falls under the Sunshine Law. Former Manager Glanzer and Attorney Johnson had verified that training in ethics and the Sunshine Law will be provided to the Advisory Board and the Sewer Committee. City Manager Folston stated that he is working on setting up training and the board will be notified shortly.

Board Member Costello expressed that it will be difficult to work under the structure of the Sunshine Law. The Board discussed the challenges they could encounter with communication. Chairperson Batey clarified that under the Sunshine Law, board members cannot meet privately to discuss board business. All discussions must take place at a publicly noticed meeting with minutes taken for the record.

**IV. OLD BUSINESS**

**A. Brochure update & corrections**

Board Member Costello stated that the original brochure looked good and only needed a few changes to the original design and content. Chairperson Batey stated that no template is available for the original brochure and a new one must be created. The board discussed various ideas for updating the content and overall visual look.

Board Member Bailey offered to create a new brochure for consideration, under the guidelines given by the board. The board will meet again on April 19, 2016, at 5:30 pm, to review the new brochure.

**MOTION**

Board Member Costello moved to approve Board Member Bailey revising the brochure for committee approval.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

**V. NEW BUSINESS**

**A. Committee Assignments (per volunteer forms), Sue Batey**

Chairperson Batey presented the list of volunteer assignments, based on the volunteer forms submitted. The board discussed and approved the terms of service for board members and also decided, in the absence of the Chair, the Vice Chair will be responsible for running the meeting.

**MOTION**

Board Member Costello moved to approve Roberta Lopez for the position of Vice Chair.

December McSherry seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

**MOTION**

Board Member Costello moved to allow Chairperson Batey to work on the terms of the board positions and submit this information to City Manager Folston.

MOTION WITHDRAWN

**BOARD TERMS:**

Chairperson Batey announced the board terms as follows:

One year: Pat Wiggins, Sheila Brice and Frank Lopez

Two years: Laurie Costello, Roberta Lopez, Iris Baily

Three years: Sue Batey, Frank Batey, Annie Studemire

**MOTION**

Board Member Lopez moved to accept the board designated years, as presented.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0.

## COMMITTEE ASSIGNMENTS

### EVENTS

Linda Kasicki  
Sheila Brice  
Frank Lopez  
Laurie Costello  
Roberta Lopez  
Pat Wiggins  
Sue Batey  
**Kathy Penny**  
**December McSherry**

### PUBLIC RELATIONS

Iris Bailey  
Sheila Brice  
Sue Batey  
Pat Wiggins

### FUNDRAISING

Sheila Brice  
Roberta Lopez  
Sue Batey  
Frank Batey  
Pat Wiggins  
**Kathy Penny**

### ADVERTISING

Linda Kasicki  
Sue Batey  
Iris Bailey  
Roberta Lopez  
**Kathy Penny**

### COMPUTER TECH

**December McSherry**  
**Kathy Penny**

### PLANNING

**Laurie Costello**

### MAINTENANCE / CLEANING

Sheila Brice  
Linda Kasicki  
Frank Lopez  
Sue Batey  
Frank Batey  
Annie Studemire  
**Kathy Penny**  
**Geraldine McMillian**

Names highlighted in bold are volunteers

### **C. Promotion & Advertisement**

Board Member Lopez proposed creating an informational flyer and purchasing a rack to hold the brochure, flyer and application. Board Member Lopez presented a list of local caterers and places to advertise and noted that she is working on future plans for possible radio and TV advertising. Board Member Lopez asked City Manager Folston to remove the Archer Community Center Contribution form from the City's website and to research if any past funds were received in connection with the form. Board Member Lopez presented a draft for discussion addressed to the Partners and Supporters of Archer Community Center. The letter thanked the supporters for their past support and informed them of the creation of a special account to accept funding to assist with the operation of the facility.

The Board continued the discussion of the difficulties they will encounter working under the Sunshine Law.

### MOTION

Board Member Lopez moved to request a discussion to be placed on the Commission's agenda to request for the Advisory Board to work out of the Sunshine Law, and under the direction of City Manager Folston, in order to work more efficiently, renaming the board the City of Archer Volunteer Committee.

Board Member Wiggins seconded the motion.

PUBLIC COMMENT: None

### AMENDED MOTION

Board Member Lopez moved to make an agenda request for the Archer Advisory Board to be taken from under the Sunshine Law and allowed to work directly under the administration and supervision of City Manager Folston, and for this item to be placed on the May 9, 2016, Commission agenda under New Business. In the meantime, the Advisory Board will work under the Sunshine Law.

Board Member Costello seconded the motion.

Board Member Lopez stated that it was difficult to work under the Sunshine Law and asked if they could work under City Manager Folston. City Manager Folston stated that he did not want the Committee to work under him, but did not want to work on a City Committee outside of the Sunshine Law.

MOTION WITHDRAWN

Board Member Frank Lopez read the following statement to the board:

To Sue Batey,

As of tonight, which is April 7, 2016, I would like to resign from the Archer Community Center Citizen Advisory Committee, immediately. PS: Just serve on as a volunteer.

Board Member Roberta Lopez stated that she is resigning from the Advisory Board. Chairperson Batey asked Board Member Lopez to verify her statement. Board Member Lopez retracted her statement, and will remain as a board member.

## **VI. COMMITTEE COMMENTS**

Board Member Costello, Board Member Lopez

## **VII. NEXT SCHEDULED MEETING OF THE BOARD**

The will meet on April 19, 2016, at 5:30 pm, for the purpose of reviewing the brochure.

## **VIII. MOTION TO ADJOURN**

MOTION

Board Member Lopez moved to adjourn the meeting.

Board Member McSherry seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 8-0 Time: 7:45 pm.

  
Sue Batey, Chair

  
Zeria K. Folston, City Manager