

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

April 19th, 2016

5:30p.m. Archer Community Center
Advisory Board Meeting ARCHER CITY HALL

All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.

All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.

All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All interested persons are invited to attend and be heard.

CALL TO ORDER

I. Consent Agenda

- A. Approve minutes from the meeting on April 6th, 2016

II. Old Business

- A. Brochure Revisions
- B. Promotion & Advertisement Updates
- C. Fund Raising Strategy Updates

III. New Business

- A. Chairperson Report
- B. Volunteer Clean Up Committee
- C. Updated Committee List

IV. Citizen Comments

V. Committee Comments

VI. Motion to Adjourn

CITY OF ARCHER
16870 SW 134th AVE
Archer, Florida 32618-0039
Phone: 352-495-2880 Fax: 352-495-2445

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

ADVERTISING

Linda Kasicki
Sue Batey
Iris Bailey
Roberta Lopez
Kathy Penny

PUBLIC RELATIONS

Iris Bailey
Sheila Brice
Sue Batey
Pat Wiggins

COMPUTER TECH

December McSherry
Kathy Penny

COMPUTER TECH

December McSherry
Kathy Penny

PLANNING

Laurie Costello

FUNDRAISING

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

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 caters 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.

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 resigned 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

Zeriah K. Folston, City Manager

Rental Fees

- **Class I** — Any event which admission is charged. First three (3) hours minimum \$225.00; each additional hour \$65.00.
- **Class II** — Any event where no admission is charged. First three (3) hours minimum \$180.00; each additional hour \$50.00.
- **Class III** — Any event hosted by an organization which can provide a 501-3c non-profit status (no admission charged). First three (3) hours minimum \$150.00; each additional hour \$40.00.

Deposits

- **Reservation Deposit:** A 25% Reservation Deposit is required to reserve the building and must be paid at the time of reservation. All reservations must be made at least 30 days prior to the event, and reservations with less than thirty days notification must be approved by the City Manager. If you need to cancel your event less than three weeks prior to the event the deposit is non-refundable.
- **Security/Cleaning Deposit:** \$150.00 deposit is to be secured by a separate check.
- **A/V Deposit:** \$500.00 deposit is to be secured by a separate check.

The deposits will be refunded after the building is inspected, and it is determined that there was no damage to the building, A/V equipment and no additional cleaning is necessary.



For those needing more information please contact

City of Archer
And
Archer Community Center Advisory Board

Phone: 352-495-2880
Fax: 352-495-2445



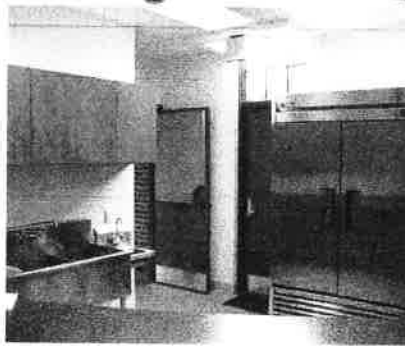
Archer Community Center

16671 SW 137th Avenue
Archer, Florida 32618

Phone: 352-495-2880

Archer Community Center

The main seating area consists of a 1700 square foot open area capable of seating 216 comfortably in row seating or 120 with table seating. The main seating area is serviced by a state of the art PA system.



The kitchen area has a pass through window and is serviced by a 49' cubic foot commercial refrigerator along with an extra large convection microwave. Clean up facilities are provided by a commercial three compartment sink.

A 20' x 14' stage area is ADA compatible and has drawn curtains, monitor speakers and fourteen audio connections. Also located on the stage is a 12' x 9' drop down projection screen with projector.

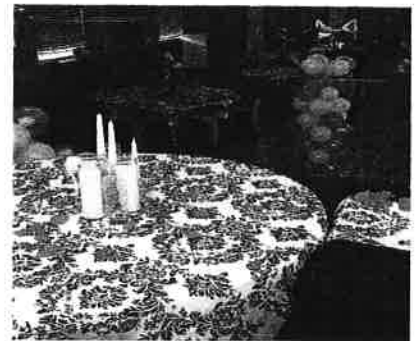
The Audio/visual system consists of a peavey 16-channel mixing board with a graphic equalizer, a Peavey 800 Watt PA amplifier, a five-disc CD player, three plug-in microphones and one wireless microphone. Monitor speakers are provided to the stage area along with

Materials Available

- 100 padded (back & seat) folding chairs
- 70 folding plastic chairs
- 20 stackable padded chairs
- 20— six foot rectangular tables
- 12— six foot round tables
- 4— four foot round tables
- 4— thirty-two inch round cocktail tables
- Stage podium
- Audio/Visual equipment (Audio/Visual technician available for additional charge).



... Where the possibilities are endless.



Community Center Volunteer Committee Assignments

Events

Iris Bailey

Linda Kasicki

Kathy Penny

Sheila Brice

Frank Lopez

Laurie Costello

Roberta Lopez

Pat Wiggins

Sue Batey

December McSherry

Maintenance/ Cleaning

Sheila Brice

Linda Kasicki

Kathy Penny

Frank Lopez

Sue Batey

Frank Batey

Geraldine McMillian

Annie Bell Studemire

December McSherry

Public Relations

Iris Bailey

Sheila Brice

Sue Batey

Pat Wiggins

Advertising

Linda Kasicki

Kathy Penny

Sue Batey

Iris Bailey

Roberta Lopez

Fundraising

Sheila Brice

Kathy Penny

Roberta Lopez

Sue Batey

Frank Batey

Pat Wiggins

December McSherry

Planning

Laurie Costello

Bold Names are Volunteers

Volunteer info taken from Volunteer forms

Revised 4/07/16

DRAFT

The Archer Community Center

Citizen Advisory Committee Board

Date:

Dear Partners and Supporters of Archer:

The City of Archer and the Archer Community Center Restoration Committee wish to thank you again for your support. The old brick gymnasium built in 1936 serves as a multi-purpose center to support our youth, seniors and all of our neighbors around Alachua County. The restoration of this facility happen because of partners and friends like you. We hope you were able to attend the grand opening on August 2, 2011 to see a place that we all can be proud of.

The City of Archer established a Citizen Advisory Board to assist with the operations of the community center. The board consist of former restoration committee folk, alumni, citizens and friends of Archer. We have held many events and activities at the center focusing on our youth and the community. It is important for us to continue providing space for events and activities.

The revenues coming in from special events such as weddings, birthday parties/other does not pay the cost of operations at this facility. The city also waives fees for non-profit organizations who provide special events for the community. In order for the committee to provide good service and continue with special activities, additional funds are needed for supplies, technical assistance, party equipment, kitchen appliances and food for youth activities. We will also use the funds for minor repairs.

The Citizen Advisory Committee will ask the City of Archer to set up a special account to accept funding coming in to support the center. We need your help to keep the doors open for the people in Archer and our friends around Alachua County. If you would like to see this beautiful facility, please contact Roberta Lopez who is a member of the Citizen Advisory Board for a special tour. The Archer Community Center is a place where the community comes together.

If you have any questions, please call Roberta Lopez at 352.443.9397 or Sue Batey at 352.495.2629.

Please see the attached contribution form.

Thank you for your support!

Sincerely,

Sue Batey, Board Chair

Roberta Lopez, Board Co-Chair

THE ARCHER COMMUNITY CENTER CONTRIBUTION FORM

PLEASE PRINT

NAME: _____

ARE YOU A BUSINESS OWNER? _____ **YES** _____ **NO**

BUSINESS/ORGANIZATION NAME:

TYPE: _____

BUSINESS/HOME/ORGANIZATION – PLEASE PRINT

MAILING ADDRESS: _____ **ZIP** _____

STREET ADDRESS: _____ **ZIP** _____

PHONE: _____ **EMAIL:** _____

PLEASE CHECK BELOW

_____ **Yes, I will contribute to the Archer Community Center**

_____ **\$25** _____ **\$100** _____ **\$500** _____ **\$1000**

PLEASE LIST OTHER _____

**Make all checks payable to: City of Archer C/O City Manager Zariah
Folston - Mail to: P. O. Box 39, Archer, FL 32618**

Include in the memo section of the check - For: The Archer Community Center Fund

**Please submit this information to the City of Archer Manager – Address same as above or you
may contact Roberta Lopez former Restoration Chairperson/Citizen Adv. Board for more
information at 352.443.9397 or Sue Batey at 352.495.2629**

“Many forces are working to shape the future of our community.

You can help shape its future by getting involved”

THANK YOU FOR YOUR CONTRIBUTION!!