

SPECIAL MEETING

SUMMARY MINUTES



Historic Preservation Board (HPB)
Broward County Governmental Center
115 South Andrews Avenue, Conference Room 430
Thursday, December 12, 2019 6:00 pm

Board Members Present

Sheldon McCartney, Chair Cynthia Strachan-Saunders
Daniel Stallone Jeff Schwartz

Board Members Absent

Derek Davis Anthony Abbate

County Staff

Rick Ferrer, Historic Preservation Officer
Darby Delsalle, Assistant Director PDMD

Attendees

Phillip Dunlap, Cultural Division
Sandra L. McCartney, Project Stable

I. Call to Order/Roll Call

Meeting was called to order by the Chair at 6:05 p.m. Roll call was taken by Rick Ferrer; a quorum was present.

II. Pledge of Allegiance

Pledge of allegiance lead by the Vice Chair.

III. Public Comments

MOTION – Member Jeff Schwartz moved to approve, seconded by Member Cynthia Strachan Saunders. All approve; motion passes unanimously.

IV. Old Business

A. Pioneer Day 2020

Phillip Dunlap, director of the Cultural Division (CD) initiates discussion on his memorandum to HPB of 11/10/2019. Chair provides a brief background of Pioneer Day (produced by HPB with support from Cultural Division). Chair notes that Cultural Division is provided with funds for Pioneer Day. Mr. Dunlap's reiterates his concerns due to lack of personnel/staffing for organizing the event. He offers support by continuing design, graphic work and printing event program. Ms. Strachan Saunders asks how much money is reserved for event with

response that it's five thousand dollars out of discretionary funds. Board members ask if an events coordinator can be hired. Mr. Dunlap stated that procurement process for hiring would be complicated' CD sponsors events but does not offer event planners. Ms. Strachan Saunders requests access to prior templates used for event. Mr. Dunlap said CD can make available. He reiterated CD can't provide staffing for the event or significant planning and logistics. List of event responsibilities is reviewed (for what can or can't be offered by Cultural Division:

- a.) Cult. will not continue mail to societies/municipalities requesting nominations;
- b.) CD can print program provided board provides content and any revisions to template;
- c.) CD will not do County mayor letter but will assist by obtaining signature;
- d.) CD will provide banners;
- e.) CD will not provide certificates or frames (but CD will pay for frames if board finds own frames provider);
- f.) CD will not provide plaques (but CD will pay if board finds its own plaque provider);
- g.) CD will not provide ribbons for Pioneers (CD will pay for ribbons if board finds own provider);
- h.) CD will not provide notices to nominees and award recipients;
- i.) CD will do design of marketing and promotional materials;
- j.) CD will process bios and photographs for nominees if board provides the info;
- k.) CD can do electronic evite and Facebook promotion for event.

Additionally, Mr. Dunlap said he could share information on who the providers were for last event and that he could figure out payment arrangements. He would need to locate the stand and repeat banners previously used. All banners would be provided by CD to board before event for board to install. Mr. Dunlap stated no CD staff would be present staffing a table or assisting with set up.

Host venue is responsible for:

- a.) Provide chairs, podium, speaker, mic, etc.
- b.) Setup and breakdown of reception; food and beverages for event.
- c.) Setup and breakdown (and pay if needed) for chairs, tables, napkins, plates.
- d.) Staffing for day of event including cleanup and project manager.
- e.) Book and pay for entertainment for reception (board can assist).
- f.) Obtaining local mayor's welcome letter.

Historic Preservation Board/HP staff responsible for:

- a.) Advise CD of the 4 award recipients and details.
- b.) Reviewing and providing edits for all information going into the Program.
- c.) Write mayor's letter and forward to CD director for sign-off.
- d.) Update contact information for historical groups, societies, municipalities.
- e.) Provide host for event (master of ceremonies)

Mr. Ferrer stated that through contacts with the Hollywood Historical Society, they have agreed to hosting the next Pioneer Day event. There are additional support groups

interested in participating. The Society has a venue selected. Mr. Schwartz asks to contact the Society about participation of a local school band. Mr. Dunlap said professional musicians can also be considered; budget can pay for entertainment. Mr. Delsalle stated that notes related to responsibilities should be updated. Board members express satisfaction over the level of cooperation and plan to discuss further details at January meeting.

V. New Business

A. HPB Schedule for 2020

Board considers a proposed meeting schedule for 2020 prepared by staff. Board decides on changing schedule to include January 23rd and March 12th as revised meeting dates and adding April 9th as a special meeting date. The remainder of the calendar stays as is.

VI. Comments by the HPO

Mr. Ferrer provides the name, location and details of the venue for Pioneer Day. He also stated that there is a fee involved for set up/breaking down the event which can be absorbed by either the venue or the HPB. Due to procurement difficulties, the preference is for the venue to absorb the cost. Mr. Ferrer provides May 9th as the date of the event to be hosted by Hollywood.

VII. Comments by the Chair

No additional comments made.

VIII. Announcements by Board Members

Mr. Schwartz requests consideration for a presentation to the board on a local memorial, possibly in May or July by Parkland Commissioner, Ken Cutler.

IX. Adjournment

MOTION – Ms. Strachan Saunders offered a motion to adjourn the meeting. Mr. Schwartz seconded. All in favor, meeting adjourned at 7:12 p.m.

Disclosure: The above captioned minutes are transcribed in a summary format. To obtain a complete audio recording of the meeting, approved summary minutes, or any presentation or handout materials, submit a public records request through Planning and Development Management Division, 954-357-8695.