



## **CULTURAL ARTS and RECREATION ADVISORY COMMITTEE CITY OF ATLANTIC BEACH**

Meeting Agenda  
Tuesday, June 26, 2018  
Commission Chambers  
6:00 p.m.

1. Call to order – Chair
2. Approval of Meeting Minutes from June 4 and June 15, 2018
3. Recognition of Visitors
4. Ongoing Business
  - a. Contribution Guidelines for City Supported Organizations
  - b. Contribution Guidelines for Schools
  - c. Henry Flagler Train Day & Bike Festival
  - d. Meeting dates and times
5. New Business
6. Other Agenda Items/Announcements
  - a. Next regular meeting is scheduled for July 24
  - b. Agenda items for next meeting
7. Adjournment

### **Upcoming Events**

Songwriters Concert – July 8, 6-8 p.m. – AGCC

Artist Reception – July 19, 5-8 pm – AGCC

Acoustic Nights – July 29, 6-8 p.m. – Bull Park

Mid-Week Market - Wednesdays, 3-6 p.m. – Bull Park

Senior Aerobics – Wednesdays, 10:30 am – 12:30 pm – Baker Center

Qigong – Wednesdays 9:30 am

Zumba – Wednesdays, 6:30-7:30 p.m. – Jordan Center

Meditation – Wednesdays 7 pm & Thursdays 9:30 am – AGCC

Yoga – Wednesdays 5:30 pm & Sundays 3:30 pm



**MINUTES**  
**SPECIAL CALLED CARAC MEETING**  
June 4, 2018  
CITY HALL, 800 SEMINOLE ROAD

**IN ATTENDANCE:**

Chairperson Grant Hill  
Bob Burch  
Beverly Norman  
Paula O'Bannon

Liaison Timmy Johnson  
Recording Secretary Della Giovanni

Absent:  
Dawn Pope  
Pam White

**1. Call to Order:**

Grant Hill called the meeting to order at 6:00 p.m. Grant Healy called the roll and noted that a quorum was present.

**2. Approve the minutes of the CARAC Board Meeting of April 24, 2018.**

Grant Healy asked if there were any corrections to the above minutes. Bob Burch announced that he did not recall mentioning at the last meeting about nothing being in the building at the YMCA regarding Faith concerning Creation Health. He asked that the minutes be amended as such.

**Motion: To accept minutes from April 24, 2018**

Moved by Bob Burch to accept amended minutes.  
Seconded by Beverly Norman

**3. Courtesy of the Floor to Visitors**

Grant Healy made recognition that there were no visitors on the floor.

**4. Ongoing Business from Previous Meetings**

**A. Creation Health-** Grant Healy asked the Board Members for suggestions: Paula O'Bannon stated that since the Organization has not submitted requested information, that they re-submit at a later time if still interested. The Board had decided at the last meeting to table for decision at this meeting.

**Motion: To vote on moving forward with Creation Health request for funding consideration.**

Moved by Bob Burch to table until Contribution Process.  
Seconded by Beverly Norman

**Roll Call Votes:**

**Aye: 5 - Burch, Healy, Kaplan, Norman, O'Bannon,**

**Nay: 0**

**MOTION PASSED**

**B. Arts in the Park Review** – Committee attended the event

ii. Beverly Norman – First Time Artist mentioned it was a well-organized event, was very pleased and everyone was helpful. Arts in the Park is the only festival he will do.

Bob Burch’s assessment – volunteers were needed and were used, Park Rangers were helpful, was a busy day and well attended.

Marina Kaplan shared that the artists commented on profit of sales, did very good.

Paula O’Bannon said that it had a good community feel, nice live entertainment

**5. Resolution**

Suggestion to move committee to 7 members with 2 alternates

**Motion: Move for Amended Resolution & committee members with 2 alternates.**

Moved by Marina Kaplan,

Seconded by Paula O’Bannon

Timmy Johnson needed to address the following requested by the City Clerk:

- a. How would alternates be alternated
- b. If a Board Member is late, does the Alternate remain seated

Grant Healy explained rotating proposal due to missing meetings for lack of quorum: Alternates to attend all meetings, would rotate as needed when seat is empty; Alternate would stay seated if Member arrives late; Alternates rotation would begin with most senior first; Alternate becomes a Committee Member if a Member resigns or does not renew their position.

Timmy Johnson explained that odd numbers are need for voting process.

**Motion: Move for Amended Resolution for Committee members to be seven with two alternates.**

Moved by Marina Kaplan

Seconded by Grant Healy

**Roll Call Votes:**

**Aye: 5 - Burch, Healy, Kaplan, Norman, O’Bannon**

**Nay: 0**

**MOTION CARRIED**

**5. New Business**

A. Contribution Process

Marina Kaplan worked on the changes discussed in previous meetings; she explained why the process takes place; changed the ethics of scoring and the time line.

1. Suggested to change question #1 regarding the threshold of how much they want to support an organization with attendance; i.e. People vs time/ purpose and cost with expected attendance.
2. Schools are city supported already as a line item; contribution portion needs to get final financial report.

Concerns from Committee: schools taking advantage of automatic funding, becoming an auditing committee for contributions; need definition of school vs organization; concern for outside City Limits schools such as charter schools, home schools, etc.

Grant Healy suggested a workshop meeting next week to review process of grading and specifics for clarity. Suggested day and time, Friday, June 15 @ 11 am at the Adele Grage Center. Marina will lead session.

- B. Atlantic Beach Bike Ride – Bob Burch proposed for two sub-committee members to plan a family bike ride from East Coast Dr. to Seminole Road and reverse/ Beach Ave. to Ocean Blvd. Contacted Safe Kids to help with helmets  
Restrictions under age 8 accompanied by an adult. Perhaps a senior ride or Family ride  
Will need volunteers and Atlantic Beach Police Department, fire rescue for first aid; would not be a major cost  
Guest speakers to talk about history, Boy Scouts to provide food, partner with AB Elementary or Presbyterian Church.  
Paula O'Bannon volunteered to assist with planning with Bob Burch. She suggested to do in groups of level activity or color groups.  
Timmy Johnson addressed amount of staff time; Bob Burch indicated would be good to do after Labor Day in the fall or spring around the Beaches opening.

**Motion: None taken; proposal to be presented at next meeting with quorum**

C. Meetings – Bob Burch requested of the Committee to consider meeting on a different Tuesday of the month opposed to the current fourth Tuesday of the month.

**NO MOTION TAKEN – to be reviewed at next meeting with quorum**

**Agenda Items for next meeting: Monthly Meetings, Bike Ride, Contribution Process**

### **Adjournment**

There being no further discussion, Grant Healy asked for a Motion to Adjourn.

Motioned by Bob Burch

Seconded by Marina Kaplan

Grant Healy declared the meeting adjourned at 7:28 p.m.

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Grant Healy  
Chairperson



**MINUTES**  
**CONTRIBUTION WORKSHOP**  
June 15, 2018  
CITY HALL, 800 SEMINOLE ROAD

**IN ATTENDANCE:**

Chairperson Grant Hill  
Bob Burch  
Beverly Norman  
Paula O'Bannon

Liaison Timmy Johnson  
Recording Secretary Della Giovanni

Absent:  
Dawn Pope  
Pam White

**2. Call to Order:**

Grant Healy called the meeting to order at 11:02 a.m. Grant called the roll and noted that a quorum was present.

**2. Courtesy of the Floor to Visitors**

Grant made recognition to visitors on the floor: Brandy Beeler – ABE After-school Program

**3. Contribution Guidelines- Marina Kaplan led the workshop**

**A. Reviewer Instructions-** Marina Kaplan went over the Instructions for the Committee as they review each application emphasizing 200 total points maximum; suggested rubric formula for scoring; comments very critical in process; explained difference of Box A vs Box B.

**B. Review & Score Package-** Marina continued by suggesting the Committee decide on per person cost and discussed status with the schools procedures; deadline to get scores for Box A to Recreation Department; Special Called meeting required to view scores and decide on a short list; reviewed time line on page 6 of package.

- i. Grant Healy asked for clarification for final financial reports due date- Committee agreed final report would be due thirty days after the event.
- ii. Reviewed Package with suggested changes in red and yellow

**C. Application**

i. It was agreed by the Committee that the application would not be accepted by the Recreation Department for review if not all submitted criteria was met.

- ii. How to score each application – example of last year's was reviewed
  - a. Scoring ranges for Box A – conscious of scoring based on information provided only, cannot speculate
  - b. Timmy Johnson informed the Committee that if any questions arise for clarity regarding scoring that they should contact him for clarification.
  - c. Formula presented by Marina: per person cost vs. number served
    - a. Intensity of frequency of meetings
    - b. Amount divided by number participants x number of hours

- c. Cost effectiveness of program crucial-make bold **QUALITY AND IMPACT OF PROGRAM HELPS WITH SCORING**
- d. Delete on page 3 How will residents benefit
- e. Disciplinary Actions split to 25 points; Evaluation now 30 points; number 4 make 10 points; number 7 make 30 points
- f. Formula to be decided at next meeting
- g. School Application Process – Timmy Johnson indicated Schools to be line item as suggested by Commission making them not to be scored
  - i. Need to determine what falls under “school” category
  - ii. Reviewed what schools AB students attend
  - iii. Committee wants schools to go through application process

**Motion: Move to accept Contribution Package as amended at workshop**

Moved by Marina Kaplan

Bob Burch questioned the rush for Motion, Grant Healy explained due to timeline feared quorum would not be met.

Seconded by Bob Burch

**Roll Call Votes:**

**Aye: 5 - Burch, Healy, Kaplan, Norman, O’Bannon**

**Nay: 0**

**MOTION CARRIED**

**Adjournment**

There being no further discussion, Grant Healy asked for a Motion to Adjourn.

Motioned by

Seconded by

Grant Healy declared the workshop adjourned at 12:25 p.m.

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Grant Healy  
Chairperson