



City of Atlantic Beach

Agenda

Cultural Arts and Recreation Advisory Committee (CARAC) Meeting

Tuesday, June 14, 2022 - 6:00 p.m.

Commission Chamber

City Hall, 800 Seminole Road

Page(s)

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- 2.A. Approve minutes of the (date) Cultural Arts and Recreation Advisory Committee meeting. 3 - 7

[Cultural Arts and Recreation Advisory Committee \(10\)](#)

3. RECOGNITION OF VISITORS

4. ONGOING BUSINESS

- 4.A. CARAC July Newsletter Suggestions

- 4.B. Canine Carnival Update

- 4.C. Request for Progress / Final Report from Grant Recipients Update

- 4.D. Mayor Glasser's suggestions to the CARAC Resolution 9 - 11

[NEW YOUTH COUNCIL RESOLUTION](#)

- 4.E. Civic Rec Update

- 4.F. Volunteer Program Update

5. NEW BUSINESS

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS

7. ADJOURNMENT

Any person wishing to speak to the Cultural Arts and Recreation Advisory Committee on any matter at this meeting should submit a Comment Card located at the entrance to Commission Chamber prior to the start of the meeting.

This meeting will be live-streamed and videotaped. To access live or recorded videos, click on the [Meeting Videos tab](#) on the city's home page at www.coab.us.

In accordance with the American with Disabilities Act and Section 286.26 of the Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact City Clerk Donna Bartle at 247-5809 or at City Hall, 800 Seminole Road, Atlantic Beach, Florida not less than three (3) days prior to the date of this meeting.



MINUTES
Cultural Arts and Recreation Advisory
Committee (CARAC) Meeting
Tuesday, May 10, 2022 - 6:00 PM
Commission Chamber

Present: An Oskarsson, CARAC Chair
Jane Stevens, Member
Lisa Goodrich, Member
Mateo Jurasic, Member
Carol Silcox, Member
Mary Mullahey, Member
Wally Sears, Alternate Member

Absent: Joseph Schwarz, Member

Also Present: Latrenia Thomas, Director of Cultural Arts and Recreation
Veronica Richard, Recreation Associate

1. **CALL TO ORDER AND ROLL CALL**
An called the meeting to order at 6:02 p.m.
2. **APPROVAL OF MINUTES**
 - A. **Approve minutes of the Tuesday, April 12, 2022 Cultural Arts and Recreation Advisory Committee meeting.**
3. **RECOGNITION OF VISITORS / PUBLIC COMMENTS**
 - A. **Disiree Lyles shared how she is interested in hosting a community yard sale and market at Jordan Park. An O. shared from the previous discussion in the last Committee meeting to discuss with Recreation staff on how to get a proper permit for her event. Desiree asked for contacts of organizers who currently host markets in Atlantic Beach.**
4. **ONGOING BUSINESS**
 - A. **Teen Council Overview - Mayor Glasser**

Mayor Glasser shared the history of the Youth Council and how the CARAC Committee supports them. She also mentioned that a budget has been established through staff in the Recreation Department. Mayor Glasser suggested for the Committee to put the Youth Council Resolution to the side for now, focus on the rest of the resolution and to revisit it in the Fall. She would love to see a budget of another \$1,000.00 for the Youth Council for the next Fiscal Year and to consolidate the six previous resolutions. The question "How do children join the Youth Council?" was asked. The Mayor explained "there is a meeting in the beginning of the year where they elect their officers and anyone who is in Middle / High School can sign up at anytime". Dawn Pope who is the formal advisor for

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the Youth Council has an assistant that helps as well. An O. shared that based on the committees discussion from the last meeting they have no desire to micro manage, manage, or revise the Resolution for the Youth Council and they are ok with working on the resolution in the Fall. An O. prefers to have the Youth Council to report to CARAC to prevent the lack of awareness, its an opportunity to recognize them for their efforts and also to suggest ways to increase the awareness to the public in regards to programming. Mayor Glasser shared that she will work on a check list that's straight forward. Lastly the Mayor strongly believes in having the Youth Council for the fact that they receive recognition from the City and its include in their resume's.

B. CARAC May Newsletter

Latrenia asked if the Committee had any suggestions or feedback in regards to the newsletter. An O. mentioned that it looks great we just have to make sure people are reading it. Latrenia shared the stats that was provided to her by Kevin H. in regards to the number of recipients receiving the news letter. She also stated she will give an update by the next CARAC meeting. An O. gave a recommendation for Latrenia to bring flyers for events to handout to the Committee members to give to the public.

C. Canine Carnival Update

Commissioner Candice Kelly shared that we had a meeting with Public Works and the Parks department and they will be ready to set up for the upcoming event. The Commissioner also explained what was planned for the Canine Carinvale and what is also needed for the event. She mentioned the categories and the different types of contest we're planning to host at the event. An O. mentioned about sending out a email the week before for contest sign ups.

D. Civic Rec Presentation - Veronica Richards

Veronica showed a demo of the new Civic Rec software. The Department is currently waiting for the finance to approve the new vendor. She showed the details of the online rental process, how to book a center and how parents can register their child for Summer Camp. Lisa G. mentioned that Veronica is doing great on the work that she has put in to make our new system look great.

E. Review Compilation of CARAC Resolution

An asked if there was any feedback from the final copy of the compilation and if the Committee suggest any changes they would like to make before they take it to the Commission. Mayor Glasser shared that the committee could vote on the recommendation to present to the Commission.

MOTION: An request to make a motion to adopt the final draft of the CARAC Resolution for submission to the Commission for review.

Motion: *Mateo Jurasic*

Second: *Carol Silcox*

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<i>Mateo Jurasic (Moved By)</i>	<i>For</i>
<i>Carol Silcox (Seconded By)</i>	<i>For</i>
<i>An Oskarsson</i>	<i>For</i>
<i>Jane Stevens</i>	<i>For</i>
<i>Lisa Goodrich</i>	<i>For</i>
<i>Mary Mullahey</i>	<i>For</i>
<i>Wally Sears</i>	<i>For</i>

Motion passed 7 to 0.

F. Final Draft for the Contribution Grant Application

An made a minor suggestion for the final templet for the recommended Contribution Grant Application that currently has bullets to be changed to letters instead. She requested clarification in regards to a grant recipient that would not receive grant funding if they already receive funds from the City. The committee clarified their reasoning for the request.

An asked about putting in writing that we will give special consideration to programs targeting youth. Mary M. shared her view that it would hold the committee more accountable by giving special consideration. Other members shared their views to An's question as well.

MOTION: A motion was made to accept the revised Grant Contribution Application for Schools and Organizations.

Motion: *Mateo Jurasic*
Second: *Jane Stevens*

<i>An Oskarsson</i>	<i>For</i>
<i>Jane Stevens (Seconded By)</i>	<i>For</i>
<i>Lisa Goodrich</i>	<i>For</i>
<i>Mateo Jurasic (Moved By)</i>	<i>For</i>
<i>Carol Silcox</i>	<i>For</i>
<i>Mary Mullahey</i>	<i>For</i>
<i>Wally Sears</i>	<i>For</i>

Motion passed 7 to 0.

G. Open Suggestions and Review list of City Events

Jane mentioned about how it would be nice if the City helped to sponsor the Jacksonville Symphony.

Latrenia shared the layout of the list of city events with the breakdown of all the events by quarter. Jane shared she thinks the list can develop into a hand out. Committee members shared their views on the grid and how it would be useful. An O. suggested to have a workshop to create a proper layout for the List of Events. The Committee response

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was to try working on creating a list during meetings and if it develops a need to have a workshop they will consider it.

5. NEW BUSINESS

A. Volunteer Recruiting and Management - Jane Stevens

Jane mentioned the Mail Carrier Food Drive and how important it is to get the word out. Latrenia discussed that we are currently discussing with the Atlantic Beach Police Department about a volunteer program.

B. Review of Schedule of Service Draft

Discussed in 5.A.

C. Grant Contribution Budget Request

The Committee discussed their request to increase the CARAC Grant Contribution Funds from \$50,000.00 to \$75,000.00 Mayor Glasser encouraged the Committee to read over the Commission 2022 Priorities. The Mayor suggest if the Committee's has a recommendation she welcomes it.

MOTION: An request to make a motion to request that the Commission increase the CARAC Contributions Grants to \$75,00.00 for the next budget cycle.

Motion: *Mateo Jurassic*

Second: *Lisa Goodrich*

<i>An Oskarsson</i>	<i>For</i>
<i>Jane Stevens</i>	<i>For</i>
<i>Lisa Goodrich (Seconded By)</i>	<i>For</i>
<i>Mateo Jurassic (Moved By)</i>	<i>For</i>
<i>Carol Silcox</i>	<i>For</i>
<i>Mary Mullahey</i>	<i>For</i>
<i>Wally Sears</i>	<i>For</i>

Motion passed 7 to 0.

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS

Mary M. gave a brief report on the outcome for WellFest and was very pleased with event. Latrenia shared that she was planning to submit a request to partner with Tracy who is over WellFest to make it a City Sponsored event.

7. ADJOURNMENT

There being no further business, Chair An Oskarsson adjourned the meeting at 7:30 p.m.

Attest:

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An Oskarsson, Chair

Latrenia Thomas

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(NEW RESOLUTION)

YOUTH COUNCIL

Establishment of Youth Council, previously known as the "Teen Council."

a. **Superceding Resolution.**

This resolution supercedes or amends previously resolutions that pertained to the Atlantic Beach Teen Council. This includes, but is not limited to, (FILL IN HERE)

b. Composition and Qualifications of Youth Council.

The Atlantic Beach Youth Council shall be composed of Atlantic Beach residents who are thirteen (13) through nineteen (19) years of age and members shall serve without compensation. Membership on this Council will not be limited to a certain number and will be comprised of teenagers wishing to participate. Membership on the Council shall be approved by ~~ARCC~~ the Youth Council Advisor on a rolling basis with a list available on request to City staff for submittal to the ARCC. Membership should aspire to reflect a diversity of race, gender, and geographic areas of Atlantic Beach. Teenagers who do not reside in Atlantic Beach are welcome to attend events but shall not be official Youth Council members or officers.

c. **Purpose of Youth Council.**

The Youth Council is to promote knowledge of civic organizations and encourage involvement of future generations in their communities; to provide a fun and positive opportunity for members to plan one or more positive event for teenage residents of Atlantic Beach each year, to provide an opportunity for teenagers to obtain school-required volunteer service; and to promote community service, in general.

d. **Adult Advisor(s) to Youth Council.**

One Adult Advisor to the Youth Council, who may or may not be a member of ARCC, shall be appointed by ~~ARCC~~ the Mayor with consent of the Commission on an annual basis, and shall serve as the primary Advisor. Additional Adult Advisors may volunteer to work with the Youth Council under the supervision of the primary Advisor, and at least one Advisor in attendance at all meetings. The primary Adult Advisor should possess the skills to effectively establish and

oversee a broad and diverse base membership, and to communicate and demonstrate tasks and skills so that teenagers are able to succeed in a team-oriented environment. The primary Advisor shall oversee the Youth Council to establish a meeting schedule, create and manage an annual budget, prepare biannual reports for spending and activities to City staff, and organize any meetings and events working together with City staff and the public.

e. **Duties and Governance of Youth Council.**

The duties of the Youth Council will be to ~~assist the ARCC in the performance of its duties by gathering to gather facts and information and plan at least one or more major events~~ for the teenage residents of Atlantic Beach each year; ~~by participate~~ in such event(s); and ~~by engage~~ other teenagers in community service to the Atlantic Beach community in general. Advisory assistance may be available from City staff and the ARCC to help plan or promote events. The Youth Council will also be authorized to gather facts and information about other fundraising activities, grant applications, and other funding sources for submittal to ARCC.

The Youth Council shall act in accordance with Staff guidance to assure that its conduct is nonpartisan and is appropriate for a City-supported Youth Council. The Commissioner who is designated to have liaison to the ARCC, whether the Mayor or another Commissioner, shall serve as Youth Council liaison.

The Youth Council may draft rules to govern the conduct of its business, ~~which shall be approved by ARCC~~ which are subject to City approval.

f. **Funding.**

Youth Council activities are to be supported by City staff, with biannual reports and an annual budget request made to staff for submittal to the ARCC. The Youth Council or its Advisor shall submit ~~an quarterly~~ activities and spending report to staff for submittal to the ARCC twice a year in October and May. The Youth Council or its Advisor ~~shall prepare and~~ shall submit an annual budget request in writing to City staff in May for submittal to the ARCC, which shall in turn review and recommend funding to the Commission. ~~The City Commission shall consider recommendations for funding of Youth Council activities after recommendation from the ARCC.~~ Additional mid-year funding requests shall be made to staff for submittal to the ARCC for review and recommendation to the Commission.

g. Organization and Officers of Youth Council.

The Youth Council shall have the authority to organize and appoint **on an annual basis** a Chair, Vice Chair/Secretary, and any other officers it deems advisable.

h. Liability to the City Arising from Youth Council.

Nothing in this Resolution or otherwise shall be construed as authorizing or empowering the Youth Council to impose any liability of any nature, financial or otherwise, upon the City, without prior city approval.

NOTES:

- On July 8, 2002, the City Commission adopted Resolution No. 02-13 creating a Cultural Arts and Recreation Advisory Committee (CARAC).
- The provisions of Resolution No. 02-13 have been amended by Resolutions 03-05, 10-08, 18-32, 18-51, and 19-68.
- On August 13, 2018 the City Commission adopted Resolution No. 18-32 reestablishing a Youth Council.
- The provisions of Resolution 18-32 have been amended by Resolution Nos. 18-51 and 19-58.
- Resolution Nos. 03-05, 10-08, and 18-51 have been entirely superseded.