



City of Atlantic Beach

Agenda

Cultural Arts and Recreation Advisory Committee (CARAC) Meeting

Tuesday, August 9, 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 - 5

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3. RECOGNITION OF VISITORS/ PUBLIC COMMENTS

4. ONGOING BUSINESS

- 4.A. Expansion of the Gail Baker Center Update - Mayor Glasser
4.B. Grant Application Submissions
4.C. Civic Rec Update
4.D. Grant Recipients Final / Progress Report
4.E. Revised CARAC and Youth Council Resolution

5. NEW BUSINESS

- 5.A. Active Programs in the Recreation Centers

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, July 26, 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
Joseph Schwarz, Member
Wally Sears, Alternate Member

Absent:

Also Present: Latrenia Thomas, Director of Cultural Arts and Recreation
Veronica Richard, Recreation Associate
Shane Corbin, City Manager (CM)

1. **CALL TO ORDER AND ROLL CALL**
 - A. Meeting was called to order by An Oskarsson at 6:03 p.m.
2. **APPROVAL OF MINUTES**
 - A. Approve minutes of the June 14, 2022 Cultural Arts and Recreation Advisory Committee meeting.
3. **RECOGNITION OF VISITORS**
4. **ONGOING BUSINESS**
 - A. **Grant Recipients Final / Progress Reports**

An asked about the Grant Contribution progress reports from previous awardees. Latrenia explained that she is awaiting three organizations to turn in their reports and will have the spreadsheet at the next meeting. Latrenia also explained that awardees were sent an outline to proceed. Joe shared that Teresa from Word Revolt would be moving away and the possibility that the department wouldn't receive a final report from them.

5. **NEW BUSINESS**
 - A. **Jazz Festival**

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Latrenia gave a brief update on the layout for the Jazz Festival. An asked about the event date being moved to August. Veronica gave an explanation for the departments decision to move the Jazz Festival to a different month.

B. Movies in the Park

Latrenia explained the structure of the Movie in the Park at Bull Park. Jane recommended for the kids activities to be included on the flyer. Veronica shared that the current flyer is a general announcement. Mateo asked if food would be available at the event. Veronica responded that an ice pop vendor would be at the Movies in the Park. Committee members inquired about organizations such as the players from the Atlantic Beach Athletic Association to have a fundraiser to sell snacks at the Movie in the Park. Veronica and Latrenia explained to the committee to be aware of the City's Ordinance in regards to organizations selling on City property.

C. Vote on a Vice Chairman

An asked if there is a protocol to vote on a Vice Chairman. Latrenia shared that there was not a protocol that she was aware of. An shared her views on the need to appoint a Vice Chairman. It was asked if any of the Committee members would be interested in being a Vice Chairman. Lisa recommended a vote for Jane Stevens to be the Vice Chairman. The Committee shared with each other the role and responsibilities for a Vice Chairman. Jane recommended getting a debrief on the expansion of Gail Baker Community Center. Members discussed putting the "Update of the Expansion of the Baker Center" on following CARAC's agenda to discuss with the Recreation staff to move to the Commission's Agenda.

MOTION: A motion was made in favor of Jane Stevens being the Vice Chairman for the Cultural Arts and Recreation Committee.

Motion: An Oskarsson

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

Motion passed 8 to 0.

6. OTHER AGENDA ITEMS/ANNOUNCEMENTS/ OPEN ITEMS

A. Online Grant Application

An asked about an update on the status of the online grant applications. Latrenia shared that we are having some minor technical issues at the moment. Veronica was able to

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show the Committee a demonstration of the application process. The Committee inquired about the process of the application. They also inquired how to find the Grant Application on the City's webpage. An asked if the date needs to be changed due to the glitches online. Latrenia recommended for the Committee to make that determination if they wanted to extend the deadline date to receive applications. An shared that if the application is up and running by the end of the week the date extension request wont be necessary. Mary had a question in reference to the permitting process on the new CIVCREC software.

B. Volunteer Program

Jane gave a handout to the committee members to discuss the formalities of other organizations volunteer program. She also shared she took the time to research different websites and searched for recommendations on building a volunteer program. In her handout she implemented the advantages, disadvantages and the components of a good volunteer program. An shared the importance of having a volunteer program. Veronica added that Latrenia and her have met with the Atlantic Beach Police department to get information on their volunteer program with the goal to structure the program to the Recreation Department.

Latrenia introduced the new Center Manager for the Gail Baker Center, Shalonda Smith. Shalonda shared about the experience and awesome activities that she is implementing in the center. Shalonda shared her passion for the community, kids and senior citizens. Jane recommended for the Committee members to make an appointment to tour the Baker Center.

Latrenia recommended for CARAC to take the Center Managers needs for programming into consideration when they are considering grant awardees to operate programs in the community centers.

C. CARAC Resolution

Latrenia mentioned that the resolution will be on the August 8th City Commission's Meeting agenda.

An asked for a committee member to volunteer to attend the Mayor's Council on Health and Wellness to give an update on what CARAC is doing as it pertains to the quality of life.

There was a brief discussion on the scoring for the grant applications.

7. ADJOURNMENT

There being no further business, Chair An Oskarsson adjourned the meeting at 6:35 p.m.

Attest:

An Oskarsson, Chair

Latrenia Thomas

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