



DURHAM CITY-COUNTY APPEARANCE COMMISSION

AGENDA

February 19, 2020 6:00pm
Committee Room GA, Ground Floor, City Hall
101 City Hall Plaza, Durham, NC

- I. **Call to Order**
 - a. New Commission member
- II. **Approval of Minutes**
- III. **Adjustments to the Agenda**
- IV. **Treasurer's Report**
- V. **Subcommittee Reports**
 - a. Golden Leaf Awards
 - b. Design Policy
 - c. Digital Outreach
 - d. Education & Engagement
- VI. **New Business & Announcements**
 - a. 2019 Annual Report
- VII. **Adjournment**

Notice Under the Americans with Disabilities Act - A person with a disability may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice 919-560-4197, fax 560-4196, TTY 919-560-1200, or ADA@DurhamNC.gov, as soon as possible but no later than 48 hours before the event or deadline date.

| FY 20 Action Agenda | | | |
|----------------------------|--|--|-------------------------------|
| | <i>Item</i> | <i>Subcommittee Responsible</i> | <i>Point Person (Chair)</i> |
| 1 | Host 2020 Golden Leaf Awards. | Golden Leaf Awards | Anne Lebo |
| 2 | Build a robust digital outreach platform (e.g. enhanced website, re-tool social media, develop contact list, post blog articles, etc.). | Digital Outreach | Jenna Bailey |
| 3 | Develop and maintain sponsorships. | Education & Engagement Digital Outreach Golden Leaf Awards | Jenna Bailey Anne Lebo |
| 4 | Host at least 2 educational events. | Education & Engagement | Jenna Bailey |
| 5 | Participate in the development of a new Comprehensive Plan. | Design Policy | Rick Crawford |

| FY 20 Subcommittee Rosters | | |
|-----------------------------------|---------------|---|
| <i>Subcommittee</i> | <i>Chair</i> | <i>Other Members</i> |
| Design Policy | Rick Crawford | Mike Miller, Leslie Mason, Kai Kelley Jr., Mitch Tuchman, Kiarash Rahmanian, Araba Awotwi, Bronwyn Charlton |
| Digital Outreach | Jenna Bailey | Mike Miller, Leslie Mason, Anne Lebo |
| Education & Engagement | Jenna Bailey | Lyn McClay, Rick Crawford, Kai Kelly Jr., Martha Scotford, Mitch Tuchman, Kiarash Rahmanian, Bronwyn Charlton |
| Golden Leaf Awards | Anne Lebo | Lyn McClay, Fred Jernigan, Martha Scotford, Araba Awotwi, Brandt Smith |

| FY 20 Available Funds | |
|------------------------------|-------------------------|
| <i>Account</i> | <i>Starting Balance</i> |
| City-County Planning | \$2,500.00 |
| Keep Durham Beautiful | \$4,106.08 |
| TOTAL | \$6,606.08 |

| FY 20 Deadlines & Events | | | | |
|-------------------------------------|--------------------------------------|-------------------------|--|---|
| <i>Month</i> | <i>Design Policy</i> | <i>Digital Outreach</i> | <i>Education & Engage.</i> | <i>Golden Leaf Awards</i> |
| Jul 2019 | Finalized FY 20 Budget & Workflow | | | |
| Aug 2019 | | | | |
| Sep 2019 | Comp Plan TBD | | | |
| Oct 2019 | | | | |
| Nov 2019 | Comp Plan TBD | | | Fundraising, Outreach, Awards List preparation |
| Dec 2019 | Off – Happy Holidays! | | | |
| Jan 2020 | | | | Accept submittals and request jurors |
| Feb 2020 | Comp Plan TBD | | | Secure venue and logistics |
| Mar 2020 | | | Designing for Children: A Conversation | Jury Review and Awards Preparation |
| Apr 2020 | Comp Plan TBD | | | Awards Ceremony |
| May 2020 | | | Tour of new Durham Library Main Branch & panel discussion | |
| June 2020 | FY 21 Retreat & Election of Officers | | | |