



## DURHAM CITY-COUNTY APPEARANCE COMMISSION

### AGENDA

September 16, 2020 6:00pm  
VIRTUAL MEETING VIA ZOOM

To access the meeting please use the link below:

[https://zoom.us/webinar/register/WN\\_gvhS9TXFSq-oappKSJMrwQ](https://zoom.us/webinar/register/WN_gvhS9TXFSq-oappKSJMrwQ)

Call-in Option: +1 929 205 6099 (Webinar ID: 951 1897 5022)

- I. **Call to Order**
- 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. Budget
  - b. Upcoming meetings?
    - i. Retreat & Chair, Vice-Chair, and Secretary Elections
- VII. **Adjournment**

#### **Notice under the Language Access Plan**

Persons requiring language assistance to effectively participate in this event may contact the City-County Planning Department at 919-560-4137, or [kayla.seibel@durhamnc.gov](mailto:kayla.seibel@durhamnc.gov) to request interpretation and/or translation services as soon as possible but no later than 48 hours before the event or deadline date.

#### **Aviso bajo el Plan de Acceso al Idioma**

Personas que requieran asistencia lingüística para participar efectivamente en este evento pueden comunicarse con el Departamento de Planificación de la Ciudad y el Condado al 919-560-4137 o [kayla.seibel@durhamnc.gov](mailto:kayla.seibel@durhamnc.gov) para solicitar los servicios de interpretación y / o traducción tan pronto como sea posible pero no menos de 48 horas antes del evento o fecha límite.

#### **Notice under the Americans with Disabilities Act (ADA)**

Staff Contact: Kayla Seibel, Senior Planner  
919.560.4137 x28271 ▪ [Kayla.Seibel@DurhamNC.gov](mailto:Kayla.Seibel@DurhamNC.gov)  
Page 1 of 4

Persons with disabilities 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 or [ADA@durhamnc.gov](mailto:ADA@durhamnc.gov), as soon as possible but no later than 48 hours before the event or deadline date.

**Aviso bajo la Ley sobre Estadounidenses con Discapacidades (ADA, siglas en Ingles)**

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

Personas con discapacidades pueden recibir asistencia para participar efectivamente en actividades del gobierno de la ciudad al comuníquense con el Coordinador de ADA al 919-560-4197, fax 560-4196 o [ADA@durhamnc.gov](mailto:ADA@durhamnc.gov), tan pronto como sea posible pero no menos de 48 horas antes del evento o fecha límite.

**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	\$4,588.24
<b>TOTAL</b>	<b>\$7,088.24</b>

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