



## DURHAM CITY-COUNTY APPEARANCE COMMISSION

### MINUTES

April 21, 2021 5:00pm  
Zoom

#### I. Call to Order

- a. Members Present: Martha Scotford (MS), Brandt Smith (BS), Jamie Tindal (JT), Dan Harrop (DH), Araba Awotwi (AA), Kiarash Rahmanian (KR), Kera' Robinson (KR)
- b. Members Absent (Excused) Lyn McClay-Chair (LMc), Anne Lebo (AL), Katina Rogers (KR), Kai Kelley, Jr. (KK),
- c. Members Absent/Tardy
- d. Staff Liaison: Kayla Seibel (KS)
- e. Guest(s): None

#### II.

#### III. Approval of Minutes

- a. Martha motioned and seconded by Jamie
- b. Approved unanimously

#### IV. Adjustments to the Agenda

#### V. Treasurer's Report

- a. City County \$2500.00
- b. KDB \$4,160.08

#### VI. Subcommittee Reports

- a. Golden Leaf Awards
  - i. Haven't met since last meeting. Brandt has been working on getting the online form together for submission. Need to figure out how to add photos to the submission. Might have to request folks send in photos in by email.
  - ii. Need to check in on where Press Release is at
- b. Design Policy
  - i. No updates
- c. Digital Outreach
  - i. No update. Need to figure out where things were left off for next meeting.
- d. Education & Engagement
  - i. Met a few weeks ago. Met with Kayla and Lisa to talk through how to help with engagement. An idea about setting up a booth later in the year for outreach and thinking about best locations to reach different perspectives.

#### VII. New Business & Announcements

- Need a new chair for Design Policy Committee - let Brandt or Lyn know if you're interested
- Need a new Secretary role – let Brandt or Lyn know if you're interested
- Keep in mind the July Retreat where the Commission will hold elections and decide what the Commission wants to work on in the next fiscal year. The retreat is a regular meeting but we'll be brainstorming activities together. Let Kayla know if you're interested in helping plan this meeting!
- Kayla shared the goals and objectives adoption schedule [https://engagedurham.com/adoption\\_process/](https://engagedurham.com/adoption_process/) and will let the Commission know when the June 15<sup>th</sup> public hearing Zoom link is out.

## **VIII. Adjournment**

Next Meeting May 19, 2021 at 5PM