MINUTES
June 19, 2019, 6:00pm
Committee Room GA, Ground Floor, City Hall
101 City Hall Plaza, Durham, NC

I. Call to Order
   a. Members Present: Mike Miller-Chair (MM), Fred Jernigan (FJ), Mitch Tuchman (MT),
      Miguel Jackson (MJ), Anne Lebo (AL), Lyn McClay-VChair (LMc), Kai Kelley, Jr. (KK),
      Rick Crawford (RC), Leslie Mason (LM), Martha Scotford (MS), Jenna Bailey (JB)
   b. Members Absent (Excused)
   c. Members Absent/Tardy
   d. Staff Liaison: Kayla Seibel (KS)
   e. Guest(s): None

II. Approval of Minutes
   a. Motion by LMc and seconded by KK
   b. Approved unanimously

III. Adjustments to the Agenda

IV. Treasurer’s Report
   a. CCPD - $456.18
   b. KDB - $4,346.08

V. Retreat: Reason for Joining Commission
   a. MM issued post-it notes to all commissioners and requested they write the reason for
      joining the DCCAC on the post-it for a later exercise

VI. Retreat: FY 2019 Reflections
   a. Successes
      i. Majority of success on the Action Items for this past year
      ii. Successes: Hosted 1 educational event that was considered useful by the
          attendees
      iii. Successes: Hosted the 2019 Golden Leaf Awards, 4th year consistently
      iv. Successes: Sold sponsorships to GLA generating over $4,000 in funds to use to
          enhance GLA
      1. Members noted the breadth of design submittals and can consider
         focusing outreach efforts to the non-professional design community

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v. Successes: Commented on Expanded Housing Choices and Wayfinding Signage

b. Issues & Challenges
   i. Challenges: Increase the Commission’s presence at community events, public meetings, and professional design events
   ii. Challenges: Building a robust digital outreach platform
   iii. Challenges: Broad charter with few specific tasks
   iv. Challenges: Turnover of new commissioners

c. Opportunities for the future
   i. KS gives briefing on the New Durham Comprehensive Plan and shares presentation from the June 5 JCCPC meeting
   ii. MM executes an exercise based on the DCCAC allowable powers and the Durham Comprehensive Plan Chp 4 along with the post-it note referenced above to elicit member desire and potential direction.
   iii. Subcommittees will complete worksheets and propose a draft work plan and deadlines for FY 20

VII. Retreat: FY 2020 Goal Setting
   b. Build a robust digital outreach platform (e.g. enhanced website, re-tool social media, develop contact list, post blog articles, etc.).
   c. Develop and maintain sponsorships.
   d. Host at least 2 educational events.
   e. Participate in the development of new Comprehensive Plan.

VIII. Election of Officers for FY 2020
   a. LMc nominated for Chair and accepts and is officially appointed
   b. MM nominated for Vice Chair and accepts and is officially appointed
   c. LM nominated for Secretary and accepts and is officially appointed

IX. New Business & Announcements

X. Adjournment