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DESIGN EXCELLENCE

## Durham Appearance Commission

### Minutes

September 19, 2012 ■ 5:30 p.m.

**Conference Room A**

Ground Floor, City Hall

Approved October 17, 2012

Members Present: Malissa McLeod (MM); Eddie Davis (ED) ; Tonya Battle (TB); Mayowa Alibi (MA); Natasha Harris Smith (NHS); Todd Parrott (TD); Andrew Smith (AS), Stacey Poston (SP)

Members Present: Anne Kramer, Planning (AK); Tania Dautlick, KDB (TD/KDB)

Members Absent: Howard Holcomb; Katherine Jordan; Brian Marks; Desiree Commodore; Sharron Mullen;

**I. Call to Order – MM to chair until TD arrived, TB to secretary for the meeting**

**II. Approval of Minutes – 6-0 (MM, ED)**

**III. Adjustments to Agenda - none**

**IV. Golden Leaf Awards**

- A. Venue ....MDC building, KDB will get insurance for alcohol, TD/KDB is checking to make sure certificate covers GLA specifically. Will need to have commissioners as greeters at door, elevator, and sign-in table.
- B. Catering and rentals (caters will show up at 5:15) flowers for decoration, no other decorations needed. Will ask Planning Department to fund the flowers and posters. AK and TD/KDB will take care of invoice for True Flavors
- C. Nominations – completed – make sure that winner info is correct and to Todd Parrott, contact the owners to get them at the awards
- D. Judging (completed winners are top secret) - Completed
- E. Event ...posters printed materials, MA will produce posters and certificates for honor winners and merit (two posters on foam core) , certificates three copies for every winner , brochure.
- F. Other items..... Bryan is putting together the people's choice on Survey Monkey.
- G. TP and Danielle Kaspar (KDB Chair) will do the presentation of the winners
- H. Pre and post slide show to be completed by TP

**V. Ongoing-Business**

- A. Interlocal Agreement and Bylaws update – AK gave update that agreement was heard at JCCPC and will continue to City Council and Board of Commissioners in October and November
- B. DAAG Liaison, Todd Parrott – no update
- C. DCVB Way Finding, Katherine Jordan and Brian Marks – no update
- D. Staff Announcements – Planning Director will be invited to next meeting.

**VI. Adjournment**