

MINUTES



**** PUBLIC NOTICE ****

BRADENTON BEACH SCENIC WAVES PARTNERSHIP COMMITTEE CITY PROCEDURES FOR ADVISORY COMMITTEES TUESDAY, AUGUST 25, 2009 @ 10:00 AM KATIE PIEROLA COMMISSION CHAMBERS

Pledge of Public Conduct: We may disagree, but we will be respectful of one another. We will direct all comments to the issues. We will avoid personal attacks.

NOTE: MORE THAN ONE ELECTED OFFICIAL MAY BE IN ATTENDANCE.

A public meeting will be held to educate advisory committee board members on proper procedures for submitting agendas, collecting and distributing meeting minutes, proper advertising/notice of meetings, etc.

IN ATTENDANCE: Carl Parks, Co-Chair; Nancy Ambrose; Steven Robertson; Sissy Quinn, Historian; Bob Herrington, MPO Liaison; Ed Chiles; David Teitelbaum; Manon Lavoie, FDOT Liaison; Connie Drescher

ALSO IN ATTENDANCE: Mayor Michael Pierce; Pat Gentry; Nora Idso, City Clerk; Bill Shearon.

PRESS: Islander; AMI Sun

CALL TO ORDER: 10:02 am by C. Parks

LM Phillips opened the meeting, reminding those assembled that this meeting is about procedures associated with city advisory groups, specifically Scenic WAVES Partnership Committee (SWPC). City Clerk Nora Idso was introduced, and Co-Chair Parks asked Mrs. Idso to begin: confusion on the part of the clerk's office because according to the (SWPC) by-laws the Secretary/Treasurer is responsible for all meeting notices and recording of minutes, which is not happening. Question: "Who actually is responsible for setting the agenda, uh, for bringing it to the clerk's office for publication?" The clerk's office needs clarification.

B. Herrington: Spoke to experience with other groups: "Traditionally, the chairman of the committee is in charge of what goes into the agenda, with of course, input from the committee." The content is agreed upon at the meeting and the chair then develops the agenda and submits it.

Idso: Do the by-laws need to be amended? The by-laws say the Sec./Treas. Is the liaison with the clerk's office.

Herrington: According to these by-laws, the chair is the overseer of the committee, and the Secretary/Treasurer is in charge of minutes and notes and agenda content and turning them into the clerk's office after approval from committee and Chair. A designee, if Jake's not here, obviously can do so.

the clerk's office?"

ect chain of command? That way, an officer of the committee
ing, if Sec./Treas. is not present, who will assume that role.
ing information if it comes from an officer of the committee.

ossible for the minutes, in fact is he doing them now?"

m, but if he's not here we ask someone else to do the short

form. Because they have to be typed, Jake usually turns them in to me, I type them, and they are submitted with his approval.

C. Parks: Mayor Mike used to be the chair of Scenic Highway and wondered how it was done then.

Mayor responded that it was done the same way, except the clerk's office typed the handwritten notes.

Discussion included notes from tape may be the best record ó not verbatim. Herrington said some committees don't even do written minutes; just a tape.

Clerk's office would just like something in writing. LMP asked for clarification of Mr. Teitelbaum's proposal.

DT: "My proposal was that the Chair would make notes of who would produce the, uh, motions and who would second them, and they would be available through the tape as details. Keep it very simple and short."

Mr. Parks detailed how Mr. Chappie would take short form minutes and submit with the tape. Discussion ensued regarding relying on the tape instead of typed minutes. LMP suggested amending by-laws to reflect meeting makeup which would include "items for next agenda," which is not currently in the by-laws. Sissy Quinn (SQ) spoke about pride of being a part of SWPC and would hate to see camaraderie upset over such issues. Ed Chiles (EC) concurred and added that he was confused as to the current issue. LMP explained why Mayor asked for her to set this special meeting. N. Idso explained her issue and asked for clarification.

Discussion continued to include how the committee has run, and how the committee will function in the future.

A motion to amend Article VI, 2 (e) was made, seconded and passed unanimously to change Sec./Treas. to "Chair," which would include all officers in succession as described in by-laws. Mr. Herrington urged keeping staff support.

A motion was made by DT and seconded by Nancy Ambrose (NA) to maintain committee "status quo;" passed unanimously. EC wanted to open up and talk about all issues so that everything could be worked out, and recognized the city's contribution of staff oversight.

Mr. Parks wanted clarification on agenda items. Discussion ensued; to include agenda is set by committee and not changed. Mrs. Idso mentioned an upcoming Sunshine/Ethics class in mid-October, and also outlined the time requirements of submittals.

Respectfully Submitted,

Lisa Marie Phillips, Director, Project/Program Management