

Leon County Viva Florida Time Capsule Committee

Meeting Minutes

April 19, 2013

3 p.m.

The Leon County Viva Florida Time Capsule Committee (Committee) met in the County Commission Chambers on the 5th floor of the Leon County Courthouse located at 301 South Monroe Street.

Members in attendance were: Robert Bullard, Laura Lee Corbett, Paula Deboles-Johnson, Sharon Gray, Marion McGee, and Jordan Thompson. Kim Galban-Countryman was absent.

Also in attendance were: Shington Lamy, Assistant to the County Administrator, Cay Hohmeister, Library Service Director, and Lee Daniel, Tourism Division Director. The meeting was called to order by Shington Lamy at 3:05 p.m.

I. Committee Member Introductions

Mr. Lamy recognized each member of the Committee as well as the County staff present to provide brief introductions. Mr. Lamy mentioned that Ms. Galban-Countryman was not present due to a family emergency.

II. Overview of Viva Florida Time Capsule

Mr. Lamy provided a PowerPoint presentation to the Committee regarding the statewide Viva Florida Celebration commemorating the 500 year anniversary of Ponce de Leon arrival to Florida in 1513. Mr. Lamy stated that as part of the Viva Florida Celebration the Florida Department of State provided all 67 counties with a time capsule to collect items that uniquely represents each respective community.

Mr. Lamy stated that the Leon County Commission created the Committee to lead the effort of recommending and collecting the items for the time capsule as well as raising public awareness and input. Additionally, the Committee is to recommend when the time capsule will be sealed and the length of time. Mr. Lamy mentioned that the time capsule will be located at the Leon County Courthouse due to the high volume of County residents that visit the facility and its close proximity to local visitors' attractions such as the Old Capitol Building and the World War II Memorial.

In order to garner public input, Mr. Lamy proposed a two-three week public outreach campaign to include a dedicated webpage, electronic campaign and a public hearing during the month of May 2013. Mr. Lamy also presented to the Committee a draft timeline/schedule to be discussed later in the meeting (see Section V) that takes into consideration the Committee dissolution date of June 30, 2013.

III. Review of Committee By-laws

Mr. Lamy presented the proposed Bylaws for the Committee's review.

Ms. Corbett moved to adopt the bylaws and it was seconded by Mr. Thompson. The motion passed 6-0.

IV. Election of the Chair and Vice-Chair

Mr. Lamy opened the floor for the nomination of chair of the Committee. Ms. McGee nominated Mr. Bullard and it was seconded by Ms. Johnson. ***The nominations were closed and Mr. Bullard was elected chairman of the Committee, 6-0.***

Subsequently, Mr. Lamy opened the floor for the nomination of vice-chair of the Committee. Ms. McGee nominated Ms. Johnson, however Ms. Johnson declined. Ms. Johnson nominated Ms. Corbett and it was seconded by Ms. McGee. ***The nominations were closed and Ms. Corbett was elected vice-chair of the Committee, 6-0.***

V. Review of Committee Timeline/Schedule

Mr. Lamy presented a proposed timeline that would consist of three Committee meetings including a public hearing. The work of the committee would conclude with a July 9th presentation to the County Commission. Mr. Lamy stated that the next meeting of the Committee would focus on adopting a marketing plan that would raise public awareness of the opportunity to provide input on the time capsule.

After considerable discussion by the Committee, it was agreed that the proposed timeline would need to be revised and extended due scheduling conflicts and to provide a more reasonable time period for public input. Chairman Bullard suggested that the Committee completion date be extended from June 30, 2013 to September 30, 2013. Mr. Lamy stated that he would inform the County Commission of the Committee's request at the first County Commission meeting in May.

In the interim, Committee moved forward with scheduling its next few meetings for Friday, May 10, Tuesday, May 21, and Friday, June 14. The Committee agreed that additional meeting would be scheduled at a later date.

In regards to the May 10th meeting, Chairman Bullard suggested that members forward to Mr. Lamy their ideas for promoting citizen participation in the time capsule process so that it may be compiled and sent to the Committee prior to the meeting. Mr. Lamy suggested and the Committee agreed that members email their ideas by Friday, May 3 and that he would prepare a marketing plan proposal comprised of submitted ideas on Tuesday, May 7.

VI. Member Discussion

In reference to the marketing plan, Ms. Corbett added that Committee should consider the following:

- the timeframe for which the time capsule would represent (i.e. events occurring exclusively in 2013 or multiple years)
- what groups to target
- social media outreach

Chairman Bullard suggested that members identify groups and organizations that the Committee should reach out to as part of their submittal for ideas for the marketing plan. Ms. Johnson inquired whether staff had considered a date to seal the time capsule and the period length. Mr. Lamy mentioned that October 25 marks the date that Dr. Simmons met with Mr. Williams at St. Marks, choosing Tallahassee as the capital of Florida. Mr. Lamy stated that he would inform the Committee of the exact date at the next meeting.

VII. Adjournment

Ms. Gray moved that the meeting be adjourned at 4:25 p.m. and it was seconded by Ms. Corbett. The motion passed 6-0.