

## Leon County Viva Florida Time Capsule Committee

Meeting Minutes

May 29, 2013

3 p.m.

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

Members in attendance were: Chairman Robert Bullard, Vice-Chair Laura Lee Corbett, Paula DeBoles-Johnson, Sharon Gray, Marion McGee, Kim Galban-Countryman, and Brionna Boileau-Therlesias.

Also in attendance were: Shington Lamy, Assistant to the County Administrator, Lindsay Jordan, Executive Assistant for County Administration and Cay Hohmeister, Library Services Director.

### I. Call to Order

Chairman Bullard called the meeting to order at 3:04 p.m. He, as well as the Committee, introduced themselves for the benefit of the newest member, Ms. Boileau-Therlesias, who was appointed by Commissioner Mary Ann Lindley.

### II. Review of May 10, 2013 Committee Minutes

Chairman Bullard presented the minutes from the May 10, 2013 Committee meeting. ***Ms. McGee made motion to approve the minutes and it was seconded by Ms. DeBoles-Johnson. The motion passed 7-0.***

### III. County Staff Update

Mr. Lamy requested that the Committee establish regular meeting dates and times moving forward. The Committee spoke at length regarding possible future meeting dates and possible absences due to scheduling conflict and travel. Chairman Bullard suggested in the event a Committee member misses a meeting, they could meet with Mr. Lamy to review what was discussed.

Ms. McGee mentioned the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month (June 12 and 26), would be viable dates for upcoming meetings. ***Ms. DeBoles-Johnson made motion to schedule the meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month at 3:00pm. The motion was seconded by Ms. Galban-Countryman. The motion passed 7-0.*** The following dates were announced as future meetings: June 12, June 26, July 10, July 24, August 14 and August 28 with the goal of presenting to the Board of County Commissioners by September 30.

### IV. Review of Proposed Flyer

Mr. Lamy presented to the Committee a proposed flyer that would be utilized to raise awareness of the time capsule and garner public input. The Committee recommended the following changes to the flyer:

- A time capsule or an object associated with time (i.e. stopwatch, calendar, etc.) should replace the safe depicted on the flyer

- The word ‘celebrating’ should be replaced with ‘commemorate’
- The County’s “People Focused, Performance Driven” tagline should be moved below the County seal.
- Viva Florida has strong Native American presence, therefore, acknowledge properly
- Ensure consistency in the colors of the Viva Florida logo
- Include the Committee recommended opening date: October 25, 2123
- Ensure diversity in the photos shown on the flyer

Mr. Lamy stated that the recommended changes would be made and sent to the Committee via email for further comments.

V. Review of Proposed Website

Mr. Lamy presented sketches of the proposed Viva Time Capsule website, which he stated would launch on June 10. Ms. Boileau-Theressias mentioned that the state’s December 31, 2013 required sealing date should be removed to avoid confusion with the Committee’s proposed sealing date of October 25, 2013. The Committee stated that links to local Viva Florida events should also be included on the website.

Ms. McGee inquired about the opportunity of utilizing social media to raise public awareness about the time capsule and the events that will be developed to garner public participation. Mr. Lamy stated that Florida’s Sunshine and Public Records Laws limit the use of social media, but does not prohibit members from using their own personal social platform to promote the time capsule. Mr. Lamy stated that a test link would be provided to a beta version of the website would be sent to the Committee via email for further comments.

VI. Discussion on Time Capsule Photo Contest

Mr. Lamy presented information on the upcoming photo contest to the Committee. He stated the contest would entail the submission of photos by members of the community that reflect what life was like in Leon County in 2013. The photos would be reviewed by the Committee then posted on the Viva Time Capsule website to be judged by the public for inclusion into the time capsule. Mr. Lamy indicated that the photo contest competition would begin June 10 and continue through the summer.

Mr. Lamy stated that he was working with the County Attorney’s office to finalize the submittal process that would occur on the Viva Time Capsule website or by mail. He mentioned that an authorization form would have to be completed with photo entries, prior to being considered by the Committee. The Committee suggested photos be submitted through the website, Main Library, or branch library in order to ensure that the authorization forms are completed and attached with the photos. Ms. Hohmeister stated that she would coordinate with her staff on a process to have the photos and authorization forms delivered to Mr. Lamy.

The Committee expressed concerns regarding the public selection of photos via the Viva Time Capsule website, which may seem unfair to some photos submitted by members of the community. Mr. Lamy stated that the ultimate decision on the photos to be included for

the time capsule would be made by the Committee. Chairman Bullard recommended that submitted photos should be included as part of the Committee's consent agenda so that they may be approved collectively unless a member had questions or concerns of a particular photo.

As part of the discussion on marketing the competition, it was suggested that staff work with a local television station to promote the photo contest during news segments. Mr. Lamy stated that he would work with the Community and Media Relations Office to determine the most appropriate approach to the County's media partners.

VII. Member Discussion

Ms. McGee requested dates and times for the public meeting. Mr. Lamy stated that a date could be identified as one of the scheduled meeting dates selected by the Committee members earlier in the meeting, but mentioned that it would have to be held after 5 p.m. to provide the public the opportunity to attend.

Ms. Hohmeister mentioned that the Tallahassee Democrat newspaper has expressed interest in the Committee idea of publishing future "Zingers" in the future paper. Mr. Lamy stated he would work with Ms. Hohmeister to invite the Democrat to a Committee meeting to discuss the idea further. Mr. Lamy reminded the Committee that its next meeting is June 12.

VIII. Adjournment

*The Committee meeting adjourned at 4:12 p.m.*