

# **Viva Florida Time Capsule Committee**

August 7, 2013

3 p.m.

Leon County Main Library

Program Rooms

## **A G E N D A**

- I. Call to Order
- II. Invited Guest: Leon County Schools
- III. Review of July 24, 2013 Committee Minutes
- IV. County Staff Update
- V. Review of Submitted Photos
- VI. Review of Community Fact Sheet Proposal: The Year Was 2013...
- VII. Member Discussion
- VIII. Adjournment

*Public Hearing: Wednesday, August 28, 2013*

*6 p.m.*

*Leon County Main Library*

*People Focused. Performance Driven.*

## Leon County Viva Florida Time Capsule Committee

Meeting Minutes

July 24, 2013

3 p.m.

The Leon County Viva Florida Time Capsule Committee (Committee) met in Program Room B on 1<sup>st</sup> floor of Leon County Main Library located at 200 West Park Avenue.

Members in attendance were: Chairman Robert Bullard, Laura Lee Corbet, Brionna Boileau-Therusias, Paula DeBoles-Johnson, and Sharon Gray.

Members absent were: Marion McGee and Kim Galban-Countryman

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

Invited Guest: Mark Hohmeister, Tallahassee Democrat

### I. Call to Order

Chairman Bullard called the meeting to order at 3:12 p.m. Chairman Bullard recognized Mr. Hohmeister and gave members of the Committee and staff the opportunity to introduce themselves.

### II. Invited Guest: Tallahassee Democrat

Chairman Bullard shared that the Committee would like to partner with the Tallahassee Democrat to promote the Viva Time Capsule and collect items and materials from citizens that provide insight of the heart, hopes, and dreams of those who lived in Leon in 2013. Mr. Hohmeister and the Committee agreed that an article in a Sunday edition of the Tallahassee Democrat in the month of October, featuring the work of the Committee, the sealing ceremony and zings that would have been submitted by the community to future generations, should be included.

Mr. Hohmeister stated that he would write an article a few weeks prior to the October Sunday edition to encourage readers to submit zingers. The zinger submittal would also be promoted on the Tallahassee Democrat's website. In addition, the special edition of the newspaper which would be included in the time capsule either as a hard copy or electronically would include the top zingers of 2013 that have been published throughout the year.

### III. Review of June 12, 2013 Committee Minutes

Chairman Bullard presented the minutes from the June 12, 2013 Committee meeting. Ms. Gray suggested changes to the minutes regarding approval of the May 29, 2013 minutes. Chairman Bullard requested that the meeting minutes show motions that are approved without dissent be reflected as "passed unanimously". ***Ms. Corbett made motion to approve the minutes as amended and it was seconded by Ms. Deboles-Johnson. The motion passed unanimously.***

IV. County Staff Update

Mr. Lamy brought to the Committee the option of moving the sealing date of Friday, October 25, 2013 to Tuesday, December 31, 2013 to coincide with Downtown Tallahassee New Year's Eve Celebration. After citing concerns of members' and the public's availability to attend the New Year's Event due to other schedule events and holiday travel, the Committee reaffirmed its recommendation for the sealing of the time capsule on Friday, October 25, 2013.

Mr. Lamy provided brief information on the program for the sealing ceremony which would occur on Friday, October 25, 2013 at the County Courthouse. He stated the date has been placed on Commissioners' calendars. The Committee suggested that the ceremony be held in the morning and that owners of the photos that receive the most votes be invited to the ceremony. ***Ms. DeBoles-Johnson made the motion to recommend the sealing of the time capsule for Friday, October 25, 2013 and it was seconded by Ms. Gray. The motion passed unanimously.***

V. Review of Submitted Photos

Mr. Lamy presented seven photos submitted by the public and staff for the Committee's consideration for display on the Time Capsule website. The Committee suggested additional outreach may be needed to increase the number of photos submitted by citizens. Mr. Lamy stated that staff planned to contact local photography clubs to promote the photo contest. Ms. Corbett mentioned that the Committee's partnership with the Tallahassee Democrat may provide an opportunity to utilize photos submitted under the newspaper's "Under the Oak" section.

Chairman Bullard suggested that moving forward photos should be emailed to the Committee prior to being posted on the Time Capsule website; and there is not an objection to the photos then staff would be authorized to post them on the website. Photos that are objected by a member would be presented at the subsequent Committee meeting for consideration.

***Ms. Boileau-Theressias made a motion to direct staff to post the submitted photos on the website as well as authorized staff to post future photos that receive clearance by the Committee without objection prior to a meeting; it was seconded by Ms. DeBoles-Johnson. The motion passed unanimously.***

VI. Review of Community Fact Sheet Proposal

Mr. Lamy presented a draft of the proposed Community Fact Sheet which he stated would be placed in the newspaper to encourage the public to participate in submitting facts about our community including demographic information and events that occurred in 2013. The Community Fact Sheet presented by the Mr. Lamy included information such as the County's population, largest employer, Council of Neighborhood Association's winners, etc. Ms. Gray suggested that Community Fact Sheet should include median age, income, and home prices in Leon County. Ms. DeBoles-Johnson suggested that the number of restaurants and hoteliers be included. Mr. Lamy stated that the suggested information would be researched by staff and included. ***Ms. Corbett made a motion to approve the***

*Community Fact Sheet and it was seconded by Ms. Boileau-Theresias. The motion passed unanimously.*

VII. Final Review of Photo Contest

Mr. Lamy discussed raising awareness and citizen participation. A tentative date for deadline was discussed as August 9, or make consistent with August 31 deadline.

Committee members discussed authorization forms which would inform the public regarding mailing in photo submissions. Mr. Lamy explained that the MIS department is figuring out web submission with photo size allowance. Ms. McGee mentioned placing asterisks on the form to explain each section is required. Ms. McGee suggested including New Year baby info for time capsule. Mr. Lamy mentioned a separate flyer for the photo contest is being created. The committee discussed various ideas for photo sizes that will be acceptable in the time capsule. Chairman Bullard explained having photo forms at the library front desk. It was explained public voting may not determine winners; the BOCC will base their own decisions off the committee. ***Ms. McGee made a motion to approve the flyer changes and it was seconded by Ms. DeBoles-Johnson. The motion passed unanimously.***

VIII. Scheduling of Public Hearing

Mr. Lamy proposed that the Committee hold its public hearing on suggestion for the Time Capsule on Wednesday, August 28, 6 p.m. in the Main Library. Mr. Lamy stated at that time citizens would have the opportunity to present before the Committee their ideas on items and materials for the Time Capsule. He also mentioned that refreshments will be available at that time. ***Ms. DeBoles-Johnson made a motion to schedule the Committee's public hearing for Wednesday, August 28, 6 p.m. in the Main Library; it was seconded by Ms. Gray.***

Following the discussion of the public hearing, several members stated that they would be able to attend the next meeting of the Time Capsule scheduled for Wednesday, August 14, 2013. After considerable discussion, the Committee agreed to select an appropriate date and time utilizing the web-based doodle system at which time Mr. Lamy would schedule the next meeting based on the availability information submitted by the Committee members. Mr. Lamy stated that Leon County Schools would be invited to the next meeting to discuss the submittal of student essays for the Time Capsule.

IX. Member Discussion

Ms. DeBoles-Johnson announced that her organization would be holding back to school event on August 3<sup>rd</sup> and distributed materials on the event. She also inquired about the status on a list of endangered or threatened species in Leon County. Ms. Corbett mentioned that the Cooperative Extension may have such a list that could be included as part of the Time Capsule. Mr. Lamy stated that he would reach out to the department regarding a list of endangered or threatened species.

X. Adjournment

***The Committee meeting adjourned at 4:35 p.m.***