



## CITY OF WINTER PARK Public Art Advisory Board

**Regular Meeting**  
City Hall, Chapman Room

**January 8, 2018**  
**12:00 p.m.**

### **MINUTES**

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The meeting was called to order by Chair Lauren Branzei at 12:03 p.m. in the Chapman Room of City Hall. Present: Chair Lauren Branzei, Francine Newberg, Jan Clanton, Susan Battaglia, Catherine Knudsen, Caryn Israel, Sarah Davey and Jessica de Arcos. Staff: Economic Development/CRA Program Manager Lindsey Hayes and Recording Secretary Kim Breland.

#### **Call to Order**

The meeting was called to order at 12:04 pm. A quorum was present.

#### **Public Comments on non-agenda items**

There was no public comment.

#### **Chairman's Report**

There was no Chairman's report.

#### **Approval of Minutes**

Motion by Jan Clanton, seconded by Caryn Israel to approve the December 11, 2017 meeting minutes. Motion carried unanimously with a 7-0 vote.

#### **Staff Report**

There was no staff report.

#### **Action Items**

##### **a) Art & Culture Subcommittee update and discussion of Weekend of the Arts kick off reception.**

Chair Branzei, Jan Clanton and Lindsey Hayes attended the December 6 Arts & Culture Subcommittee meeting to discuss the Weekend of the Arts Kick Off Reception. The Board was informed that Mayor Steve Leary will be speaking during the reception. The Board continued to discuss ways to enhance the reception, including: placing a red carpet at the entrance of the venue, having greeters at the entrance to welcome guests and adding a musical element to the reception, such as the Rollins Quartet. The Board further discussed invitation graphics, catering options and alcohol donations. Take away action items included:

- Susan Battaglia, Francine Newberg and Caryn Israel meeting with CoWP Graphic Artist, Theresa Broman to discuss the artwork for the invitations.
- Chair Branzei and Catherine Knudsen finding a vendor to create event shirts.
- Catherine Knudsen and Caryn Israel will work on finding vendors liquor donations.

- Lindsey Hayes will submit the finalized Cuisiniers catering options to Rollins with the Rollins event agreement form.

### **New Business**

#### **a) 1-4 Ultimate Art Endowment update.**

There was no further business. Meeting adjourned at 1:04 p.m.

Respectfully submitted,  
Kim Breland, Recording Secretary