

Public Communications Resource Advisory Committee
Minutes – January 27, 2011
City Hall New Addition - 701 E. Broadway
Conference Room 2A

Members Present: Ewell Lawson, Cindy Mustard, Nathan Waddell, Julie Youmans, Mike Dunn, Emily Hendren.

Members Absent: Carol Hurt.

Staff Present: Paula Hertwig Hopkins, Billye Clemons.

Record of Attendance/Call to Order:

Meeting called to order at approximately 4:05 p.m.

Review and Approval of October 28, 2010 Minutes:

Mr. Waddell moves to approve. Ms. Mustard seconds. **Motion carries.**

Adding Sample Contract

Ms. Hertwig Hopkins reports that City's Legal Department does not recommend adding a sample contract to the application.

Advertising follow up

Ideas discussed to promote the process this year include, City Staff make a one page, black and white, flyer and distribute by e-mail to the committee and agenda staff members; encouraging them to distribute and also apply, Office of Neighborhood Services and Health Department. Ms. Clemons will send Ms. Mustard the synopses of previous awardees.

Other Business:

Using encumbered funds for the use of advertising is not possible due to language used in the request; specifically for "seed money". Funds encumbered from previous FY discussed; Ms Hertwig Hopkins requested \$25,193 be encumbered. Ms. Hertwig Hopkins will check with finance director for the status of that request.

Mr. Lawson requests election of new officers for next meeting. The agenda will also include minutes, review of application, presentations by guests and question/answer session.

Questionnaire and responses from Work Shop Evaluation done February 2010 was reviewed. Ms. Clemons will provide same questionnaire at Work Shop on February 24, 2011.

Ms. Clemons will send member terms and election of officer information to the committee.

Public Comment

None.

Next Meeting:

February 24, 2011 – Work Shop – City Hall Conference Room 1A.

Adjournment:

Ms. Hendren moves to adjourn. Mr. Waddell seconds. Meeting adjourned approximately 4:45 p.m.