

**MICROFILMING INFORMATION SHEET**

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**TO:** VENDOR  
**FROM:** Town of Longboat Key  
Town Clerk Department  
501 Bay Isles Road  
Longboat Key, FL 34228

**DATE:** 05-24-2005

**SUBJECT:** Microfilming

Please index the attached collection of records utilizing the following language and placing this language in the upper right hand corner of each image.

CCAC 01-29-2004

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The database should include the following fields:

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This collection of records should be placed on the following film type:

X 16 mm

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Total number of pages in this collection: 3

If there are questions regarding the collection of records that are to be microfilmed please contact Jo Ann Dunay-Mixon, Deputy Clerk Records, at 941-316-1999.

**MINUTES: TOWN OF LONGBOAT KEY AD HOC COMMITTEE****COMMITTEE:** Community Center Advisory Committee**DATE OF MEETING:** January 29, 2004 – 9:00 AM**MEMBERS PRESENT:** Chairman Brown, Vice Chairman Shapiro, Committee Members Barbara Kerwin, Andrea Frank, Corinne Silver-Ragheb, Walter Hackett**ALSO PRESENT:** Manager St. Denis, Mark Litwhiler, Bayfront Park Recreation Center Manager (arrived at 9:40 AM)**ABSENT:** Member Hunter**1. Call to Order**

Chairman Brown called the meeting to order at 9:10 AM.

**2. Public To Be Heard****3. Approval of Minutes**

It was moved by Kerwin, seconded by Shapiro, to approve the 1-15-04 CCAC Minutes as submitted. Motion carried unanimously.

**4. Discussion of Public Presentations**

Chairman Brown discussed the 1-28-04 Longboat Key Garden Club Community Center Informational Presentation; positive comments regarding the new Community Center and tennis court relocation were received. Member Kerwin said program/activity scheduling would be coordinated between the Community Center, Arts Center, and Education Center Staff.

Member Kerwin reviewed the January-March 2004 Community Center Informational Presentation Calendar (included in the agenda package); Islands West, Windward Bay, and Longboat Harbour were added to the presentation calendar.

Member Hackett discussed timeframes for brochure mailings; poster enlargement costs (\$150 per poster), and additional brochure estimates (\$600/3,000 brochures); distributed brochures for the proposed Community Center (included in the agenda package). Discussion continued regarding purchasing CCAC buttons/pins or stickers to encourage Community Center voting; Manager St. Denis said Town funds could be expended to advocate votes; appropriate voting language would be investigated. Committee Members edited the Frequently Asked Questions information sheet. Manager St. Denis said posters could be printed through in-house vendors; presentation material could be incorporated on the Town website ([www.longboatkey.org](http://www.longboatkey.org)). Manager St. Denis suggested posters be provided to Susan Goldfarb for display at the Education Center.

CCAC (Cont.)

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Brochure placement would be accomplished as follows: Center for the Arts (Member Frank); Education Center (Member Shapiro); Recreation Center (Recreation Center Manager Litwhiler); White Sands Cleaners and Tennis Center (Member Hackett); Blue Dolphin and Juice and Java (Chairman Brown); Whitney Beach Shopping Center (Member Ragheb); SunTrust, Bank of America, and Northern Trust (Member Kerwin); US Post Office (Member Hackett).

Manager St. Denis said promoting the Community Center on a pin/button for the March 9, 2004 Election was appropriate; Town can fund button purchase; however, cannot advocate a position.


#### 5. Board Comments

Vice Chairman Shapiro expressed her appreciation to Anika Myers, Longboat Observer Reporter, for excellent coverage of the CCAC Meetings.

#### 6. Public Comments

#### 9. Adjournment

The next meeting would be held on February 5, 2004, at 8:30 AM. The meeting adjourned at 11:40 AM.

  
James L. Brown, Chairman

Submitted by: Barbara Wahl, CLO, Deputy Town Clerk

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