

**BUSINESS ADVISORY BOARD AGENDA**  
**Wednesday October 16, 2019**  
**Cooper City Hall Auditorium**  
**7:00 PM**  
**Vonnie Keyser – Chair**

**CALL MEETING TO ORDER/Verification of Sign-In Sheet/ Roll Call**

**1. Review and approval August 21, 2019 Minutes**

**2. Old Business**

- a. Chamber Vendor Table and Seat
  - i. Whoever mans the table also attends the luncheon and sits at the Cooper City table (no payment required)
  - ii. Assignment of BAB members for remainder of 2019 (All lunches are 11:00 am - 1:30 pm)
    1. October 16 Long Key Nature Center Table and Seat: \_\_\_\_\_
    2. November 20 Long Key Nature Center Table and Seat: \_\_\_\_\_
    3. December 18 Long Key Nature Center Table and Seat: \_\_\_\_\_
- b. Chamber Business Community Member Seat:
  - i. Business member will sit at the Cooper City table with BAB member and other CC staff/commission
  - ii. Vania to contact new businesses and let them know we will be having a drawing at next BAB meeting to choose one member to attend the next Chamber lunch as a guest of The City of Cooper City
  - iii. Vania's report of the names of the new business for entry into the drawing at today's meeting
  - iv. Random drawing takes place at BAB meeting
  - v. Winner of today's drawing: \_\_\_\_\_ for Chamber lunch date: \_\_\_\_\_
  - vi. Vania to inform new business of winning the drawing
  - vii. Vonnie to submit name of winner as RSVP information to Board Liaison Denise Lasarte at [dlasarte@coopercityfl.org](mailto:dlasarte@coopercityfl.org) 10 days prior to next luncheon
- c. Business Advisory Board related service hours
  - i. Vice Chair \_\_\_\_\_ to present hours recorded to date and preferred method of recording
  - ii. Board members to provide Vice Chair \_\_\_\_\_ with any additional hours to be added
  - iii. Monthly tally to be recorded in minutes and issued as a back-up to the minutes
- d. Update of who has submitted their bio and photo to Ray for inclusion on the BAB website and FB page
- e.

**3. New Business:**

- a. Absenteeism
  - i. This Board serves at the pleasure of the Commission and, although this is a voluntary position, we have all been appointed by a Commissioner and our duty is to advise the Commission on issues that come before us for consideration. Additionally, we have made it a goal of this Board to become a resource for the business community. We bring to this Board, and to the business community, our varied backgrounds and experiences and we are in a position to make a difference in the community.
  - ii. To fulfill our obligation and to accomplish our goals, regular attendance at our meetings is vital.
  - iii. The Articles state that any member who is absent from meetings equal to or greater than 35% of the time in a 12 month period is subject to removal. It is the obligation of the Chair to advise the Commission of any such member falling into this category. The Commission ultimately decides if such member will be removed.

- iv. We as a Board have created our own absenteeism policy and while this is helpful for our own purposes, whether an absence is excused or unexcused does not factor in to the 35% rule noted above.
  - v. On that note, it may be time to reevaluate our current policy. Whether we make changes or not, it should be recorded in the minutes for posterity the purpose and details of our policy.
  - vi. Redefining “excused absence” to say an absence is excused as long as the member texts, emails, or calls before or up to the day of the meeting.
  - vii. Redefining “unexcused absence” to say an absence is unexcused if the member does not provide any notice of inability to attend.
- b. Update on previously approved expenses.
  - c. Usage of flags: presentation by Joel Rzepko.
  - d. Holiday get-together in December or at December meeting.
  - e. Budget presentation by Chair Vonnie Keyser on 9/12/19.

**PUBLIC INPUT:**

**NEXT MEETING DATE: December 18, 2019 – Reminder: This board will not meet in July, September or November of this year.**

*Remember to contact your appointing Commission member with an overview of board direction and progress.*

**ADJOURNMENT:**

*This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact **Denise Lasarte, at 954 434 - 4300 #263**, not later than two days prior to such proceeding. One or more members of the Cooper City Commission and/or Advisory Boards may be in attendance and may participate at the meeting. Agenda items may be viewed on line, or by contacting the City Clerk’s Office at (954)434-4300 #220.*