

THE FRANK LLOYD WRIGHT CIVIC CENTER CONSERVANCY  
Marin County Administrator's Office, Room 325  
3501 Civic Center Drive, San Rafael, CA 94903

MEETING of April 24, 2013

**DRAFT MINUTES**

Civic Center Board Conference Room 324A  
Marin County Civic Center

Members Present: Sandra Fawn; Cheryl Lentini; Mark Schatz; Annette Rose; Kathrin Sears; Catherine Munson; Suki Sennett

Others: David Speer, Janis West, County Administrator's Office (CAO); Larry Beaton, Pat Echols, David Vaughan, Department of Public Works (DPW); Mary Archer, Marin Transit; Elaine Ginnold, Melvin Briones, Elections-Voter Registration

1. **CALL TO ORDER:** Annette Rose, Chair, opened the meeting at 8:35 A.M.
2. **APPROVAL OF MINUTES:**
  - A. **FEBRUARY 27, 2013:** It was noted under Item #5 that Deborah Vick offered to pay for the brochure, not the logo. Catherine Munson moved and Kate Sears seconded the motion to accept the minutes as corrected; motion passed unanimously.
  - B. **MARCH 27, 2013:** Kate Sears moved and Catherine Munson seconded the motion to accept the minutes; motion passes unanimously.
3. **RECOMMENDATIONS FOR LOCATING BALLOT BOX OUTSIDE:** Elaine Ginnold, Director of the Elections Department, addressed the Conservancy for discussion regarding an alternative location for ballot drop-off at the Civic Center. Due to many mail-in ballots and timeliness of USPS mail delivery, she suggested the red, white, and blue-decorated box that is normally outside of the Elections office could be placed outside. She provided additional information and asked for feedback:
  - 70% of Marin County voters vote by mail
  - Due to changes in USPS, delivery can take up to five days
  - Many voters wait until just before election day to cast their vote
  - Box would ensure votes can be received in time to be counted
  - Box would be made available five days before the election
  - Elections staff will empty box at least twice each work day; once on Saturday and Sunday
  - Box would be clearly labeled for mail ballots only
  - Suggested outside of the middle arch at the Courts entrance near the newspapers, bolted down
  - Civic Center is closed on weekend unless Library is open
  - Administration building at the gate was suggested
    - Chain to gate

- Loading dock and Maintenance located there
- Suggested installing cameras
- Work cooperatively with Sheriff and DPW-Maintenance to periodically check box

Conservancy members recommended the Administration entrance. Mark Schatz moved and Kate Sears seconded the motion to allow the temporary ballot box be located at the administration entrance of the Civic Center, chained to the gate with appropriate Civic Center staff notified. Motion passed unanimously.

**4. PRESENTATION OF PROPOSED PLANS FOR MIDDLE ARCH TRAFFIC**

**LANE MODIFICATION FOR TRANSIT:** Mary Archer, Senior Transit Planner for Marin Transit distributed a handout depicting changes being made to the traffic and crosswalk area at the “Judge Haley” (middle) arch due to changes being made in August by the Transit district. She took the Conservancy’s recommendations from the last presentation and confirmed changes to their design:

- Increase median by 2 feet to bring to 8 feet
- No rails on median
- No bench proposed on median – will bring bench proposals later
- Ramp up to median for accessibility
- Working with DPW for reconstruction
- Provided sample truncated domes to be embedded in the concrete
  - Charcoal (Marin Center’s Exhibit Hall currently uses)
  - Beige
  - Other colors available

The Conservancy concurred with the changes. Mark Schatz moved and Catherine Munson seconded the motion to recommend the charcoal truncated domes be used and to request viewing bench proposals at a later time. Motion passed unanimously.

**5. ELECTION OF CHAIR AND VICE CHAIR:** Chair Rose called for nominations of Chair and Vice Chair of the Frank Lloyd Wright Civic Center Conservancy.

**A.** Catherine Munson moved and Kate Sears seconded the motion to re-elect Annette Rose as Chair. Motion passed unanimously.

**B.** Catherine Munson moved and Suki Sennett seconded the motion to re-elect Mark Schatz as Vice Chair. Motion passed unanimously.

**6. UPDATE ON CIVIC CENTER 50<sup>TH</sup> ANNIVERSARY OF ADMINISTRATION BUILDING AND CONSERVANCY PARTICIPATION, INCLUDING FUNDRAISING**

**FOR EVENTS:** Sandra Fawn presented a handout of updates and status for the Conservancy, some of which were discussed further:

- Richard Rappaport’s play
  - Make sure it is suitable for presentation; i.e., camera location, length
  - Double check actual dates or do not list if unsure
  - May 9 reading in Civic Center, Room 315
  - June 3 in BOS Chambers, Room 330

- Farmers Market
  - Posters sale – price agreed upon: \$10
  - Post cards sale – price agreed upon: \$ .50
  - Civic Center Anniversary hand-out: free of charge
  - Question also asked about selling these items in the BOS reception area?
- Reproduction of dedication brochure
  - Draft for review; let David or Sandra know by April 29
    - One comment: differentiate between FLW Conservancy and National Conservancy
  - Cost to produce is \$7.49 each for 100 copies
  - Sandra said Deborah Vick offered to cover the cost
  - Much of the printed material will be made available for Civic Center wall exhibits
- Marin County Fair – booth
  - Sign-up sheet available to Conservancy members, docents
  - Free passes to those who volunteer
  - Setup and training is on July 2 at the Exhibit Hall
- Conservancy consider a gift to commemorate the 50<sup>th</sup> Anniversary
  - Suggestion that the money raised from poster sales, etc.
  - Consider asking for Donations at booth
  - Set up a FLWCCC account to receive the money
- AIA event changed to September 17<sup>th</sup>
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**7. MEMBER ITEMS FOR UPDATES AND FUTURE AGENDAS:**

- A. Annette Rose shared about her trip to Budapest and several unique architectural photos of interest.
- B. Mark Schatz reminded the members that Marin Open Studios will be May 4 & 5; and May 11 & 12

**8. OPEN TIME FOR PUBLIC ITEMS NOT ON THE AGENDA:**

- A. Michael Asmus, a Junior at Drake High School, joined the tail end of the meeting as part of the School to Career Partnership's Job Shadow Day. David Speer provided him with an overview of the FLWCCC.
- B. Sandra Fawn said her son is graduating from Terra Linda High School (two years early) and was awarded the Gates Millenium Scholarship and will be attending UC Davis in the fall, pursuing a major in environmental science and wildlife conservation.

**9. ADJOURNMENT:** Meeting was adjourned at 9:45 A.M.