

# AGENDA

## Special Call

### Community Redevelopment Agency Meeting

Wednesday, March 19, 2014, 6:30 pm

Lake Park Town Hall

535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michael O'Rourke</b>	—	<b>Board Member</b>
<b>Kathleen Rapoza</b>	—	<b>Board Member</b>
<b>Vacant</b>		
.....		
<b>Dale S. Sugerman, Ph.D.</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Agency Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

**A. CALL TO ORDER/ ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATION/REPORT**

1. Presentation, Acceptance, and Transmittal of the 2012 - 2013 CRA Annual Report Tab 1

**D. PUBLIC COMMENT**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

**E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.**

2. Approval of Special Call CRA Board Meeting Minutes of October 2, 2013

Tab 2

**F. NEW BUSINESS:**

**3. Canceling the April 2, 2014 Quarterly Board Meeting**

**Tab 3**

**G. EXECUTIVE DIRECTOR REPORT:**

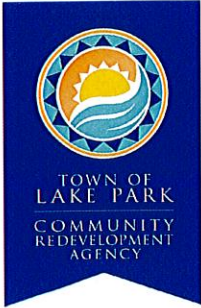
**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT**

**The next scheduled CRA Board Meeting will be conducted on July 2, 2014**

**SPECIAL  
PRESENTATION/  
REPORT**

# TAB 1



**CRA  
Agenda Request Form**

Meeting Date: **March 19, 2014**

Agenda Item No.

**Agenda Title: Presentation, Acceptance, and Transmittal of the 2012-2013 Annual Report**

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- |                                     |                                    |                          |                |
|-------------------------------------|------------------------------------|--------------------------|----------------|
| <input checked="" type="checkbox"/> | <b>SPECIAL PRESENTATION/REPORT</b> | <input type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/>            | OLD BUSINESS                       | <input type="checkbox"/> | NEW BUSINESS   |
| <input type="checkbox"/>            | DISCUSSION FOR FUTURE ACTION       | <input type="checkbox"/> | OTHER          |

Approved by Executive Director:  Date: 2/28/14

Dale S. Sugerman, Ph.D./Executive Director  
Name/Title

<b>Originating Department:</b>  <b>Executive Director</b>	Costs: \$ <b>0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  <b>None</b>
-----------------------------------------------------------------	-----------------------------------------------------------------------------------------------	----------------------------------------

**Summary Explanation/Background:**

Each year, the CRA Board of Directors must present an Annual Report for the prior fiscal year to the governing board which created the CRA Board. Attached is the Annual Report for the Fiscal Year 2012-2013.

**Recommended Motion:**

Move to accept the Annual Report for the Fiscal Year 2011-2012 and instruct the Executive Director to forward the same to the Town Commission.





TOWN OF  
LAKE PARK

COMMUNITY  
REDEVELOPMENT  
AGENCY

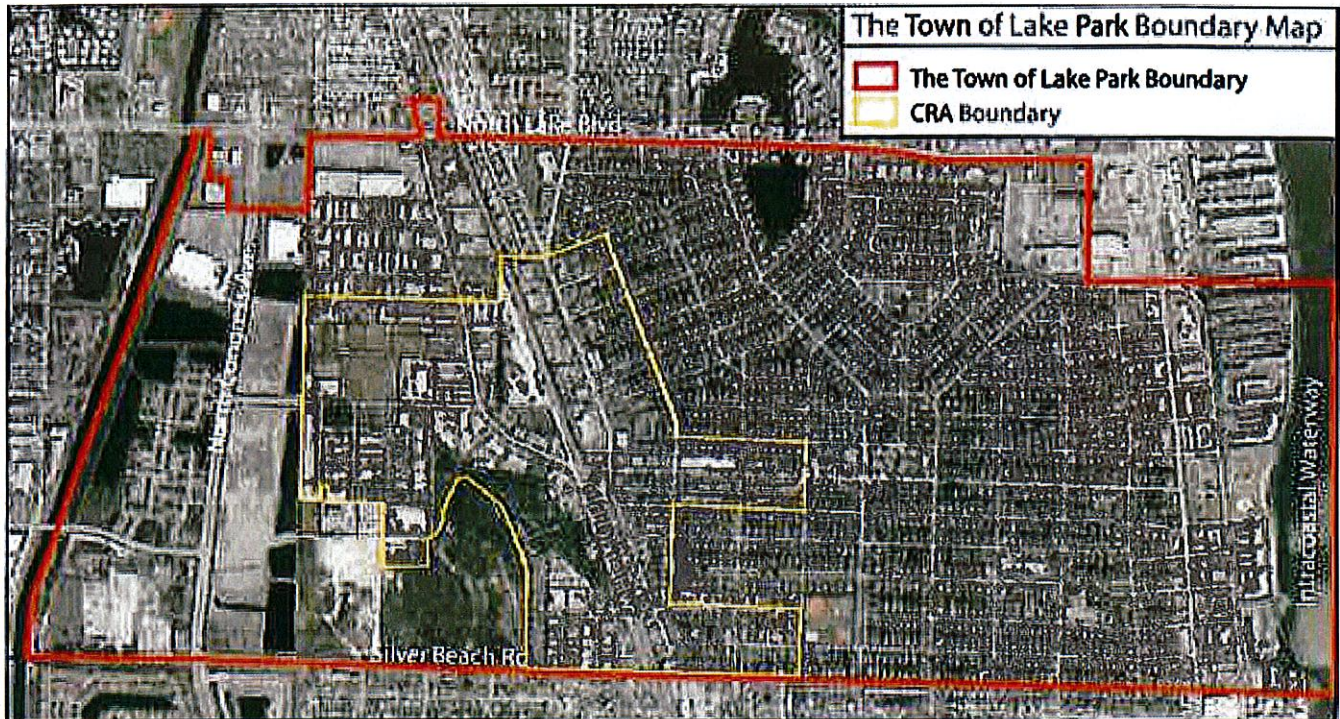
**ANNUAL REPORT FISCAL  
YEAR 2012/2013**



TOWN OF LAKE PARK, FLORIDA  
COMMUNITY REDEVELOPMENT AGENCY

ANNUAL REPORT FOR FISCAL YEAR 2012-2013

The Town of Lake Park, one of the earliest master-planned communities in South Florida, still retains many of the characteristics of its original plan which was set out by Harry Seymour Kelsey back in 1919. Nearly 80 years later, in 1996, the Town of Lake Park Community Development Agency (CRA) was established. The original CRA plan identified a series of problems and needs, as well as some general opportunities for the designated area. Figure 1 is a map of the Lake Park CRA in context to the physical boundaries of the entire Town of Lake Park.



*Figure 1 Town of Lake Park Boundary Map*

In January of 2010 the CRA undertook the writing of a Community Redevelopment Agency Plan in an effort to update the vision for the "downtown" and commercial/industrial areas of the Town. A number of priorities were established by the Plan, including:

- Spearheading a signature catalyst development that would anchor the intersection of Park Avenue and Tenth Street.
- Promoting and supporting the redevelopment of other parcels along Park Avenue.
- Promoting the arts and arts related uses and activities as the thematic focus of the downtown.
- Strengthening the connections to Northlake Boulevard, primarily along Tenth Street and Old Dixie Highway.
- The redevelopment of a number of substandard multi-family properties that are located throughout the CRA.
- An effort to build and diversify the Town's tax base within the commercial and industrial properties in the west portion of the CRA.

## ACTIVITIES OF THE CRA

During the 2012-2013 fiscal year, a number of activities were undertaken by the CRA. An outline of those activities, by month, included:

### October, 2012

The CRA conducted a re-bidding of Security Services and that bid was opened on October 31<sup>st</sup>, resulting in two bidders submitting proposals.

### November, 2012

The Artists of Palm Beach County opened their doors to the public on November 10, 2012. The first free class offered to the public (a pottery class) was conducted during the 2012 Seafood Festival weekend.

"The Give" a new consignment shop had its ribbon cutting on November 11, 2012.

### December, 2012

The CRA Board awarded the CRA Security Officer Patrol Services (unarmed) contract, under Bid No. 01-12 (revised) to E.T. Securitics. E.T. Securitics began patrolling the CRA during the month of December.

Authorized the spending of \$900.00 for ficus hedge insecticide treatment and \$1,000 for ficus hedge fertilization for the landscaping along Park Avenue.

Received a verbal close-out report from Seafood Festival organizer Jennifer Spicer on the outcome of the 2012 event.

### January, 2013

The Board of Directors determined that with the limited budget and the limited activities occurring within the CRA that it made sense that the Board conduct their meetings on a quarterly basis rather than once per month.

### March, 2013

The first Special Call meeting of the year was held. At that meeting, a variety of topics were handled, including:

- Accepted the resignation of board member Sue-Ellen Mosler.
- Received and accepted the Annual Report presented by the Executive Director.
- Held extensive discussions regarding a parking/property dispute between two private property owners in the 700 block of Park Avenue.

### April, 2013

Received a status report from staff on the year-to-date work undertaken by E.T. Security Services.

Had staff craft and then send out a survey to CRA businesses asking two questions about E.T. Security Services: 1) If the businesses had seen the security vehicle patrolling the CRA; and, 2) if the businesses knew that this patrol service was a service provided to them by the CRA.

Further discussed the parking/access dispute between the two private property owners in the 700 block of Park Avenue.



May, 2013

The Board of Directors voted to terminate the contract with E.T. Security Services.

July, 2013

Joe Friedman, President of the Artists of Palm Beach County gave an update report to the Board of Directors. He advised the Board that the original group of 60 members had recently grown to 120 members of the organization.

The Board approved themes for the placement of holiday decorations, including using banners on 10<sup>th</sup> Street and LED lit decorations for Park Avenue.

The staff conducted the fiscal year 2013-2014 CRA budget workshop.

August, 2013

The Board of Directors adopted the 2013-2014 annual operating budget of \$447,384.00 under Resolution No. 18-08-13.

The Board of Directors reviewed and approved the purchase of property and casualty insurance for fiscal year 2013-2014.

## NEW BUSINESSES

During the 2012-2013 fiscal year, a number of new businesses were opened within the CRA.



**Hometown District**



**Commerce District**



**Arts District**

### MOTOR VEHICLE

A Spidell Enterprises, 1140 Watertower Road, #15  
 Auto Sales Associate LLC, 806 Old Dixie Highway, #7  
 Autotechnik Inc., 849 15<sup>th</sup> Street  
 Bob's Canvas, 1233 Old Dixie Highway, #9  
 J&W Motors LLC, 870 Old Dixie Highway, #10  
 Jupiter Auto Exchange Inc., 1233 Old Dixie Highway, #8  
 Lasalle's Auto Nation, 825 15<sup>th</sup> Street, #5  
 Sideline Auto, 950 Old Dixie Highway, #10 & #11

### RESTAURANT/CATERING

Grumpy Grouper Grille, 935/937 Park Avenue  
 Simply Delicious Affairs, 1194 Old Dixie Highway, #4  
 Sub King Venture, 1205 10<sup>th</sup> Street

### RETAIL/WHOLESALE

Ace Multi-Services Inc., 700 Old Dixie Highway, #103  
 AG Wholesale Group, 849 15<sup>th</sup> Street, #4  
 She Sells Sea Shells Boutique, 941 Park Avenue  
 Sheebah Woodard, 921 Park Avenue  
 The Beauty Boudoir (hair salon), 838 Park Avenue

### OFFICE/STUDIO/WAREHOUSE

AGS Trucking & Towing LLC, 849 15<sup>th</sup> Street, #6  
 AJ Squared Security, 1194 Old Dixie Highway, #15  
 Aurora Nurses Inc., 705 Park Avenue  
 Charles & Charles Tax Services, LLC, 917 Park Avenue  
 GTechniqu Florida, 802 Old Dixie Highway, #6  
 Guardian Pool & Spa, 815 14<sup>th</sup> Street  
 Hosie Naturals, LLC, 1173 Old Dixie Highway, Suite C  
 One Chance Entertainment Global, 840 Old Dixie Highway, #11 & #12  
 Prosperity Financial Group, 1233 Old Dixie Highway, #11  
 Sanctuary Musicians Club, 732 Park Avenue  
 Super Flag Taxi Company, 1250 Old Dixie Highway  
 Valleycrest Landscape Maintenance, 800 13<sup>th</sup> Street  
 Vintage Worship Gathering, 700 Park Avenue

### MANUFACTURING AND STORAGE WAREHOUSES

Agapao Plumbing Inc., 1194 Old Dixie Highway, #20  
 All Around Recyclers, 850 13<sup>th</sup> Street, #13  
 Coastal Kitchen & Trim LLC, 1210 Gateway Road, #8  
 Window Doctor Screens of the Palm Beaches (New to CRA, not Town),  
 1133 Old Dixie Highway, #8



FINANCIALS

Balance Sheet*		Statement of Revenues, Expenditures and changes in Fund Balance*	
As of September 30, 2013		For the Year Ending September 30, 2013	
<b>Assets</b>		<b>Revenue</b>	
Cash & Equivalents	\$ 156,412	Taxes	\$ 137,196
Accounts Receivable	\$ 7,665	Intergovernmental	\$ 245,018
Notes Receivable	<u>\$ 108,643</u>	Investment Earnings	\$ 2,617
Total Assets	<u>\$ 272,720</u>	Other	<u>\$ 1</u>
		Total Revenue	<u>\$ 384,832</u>
<b>Liabilities</b>		<b>Expenses</b>	
Accounts Payable	\$ 7,230	Personnel Services	\$ -
Accrued Payroll	\$ -	Operating Expenses	\$ 131,056
Due to other funds	<u>\$ 504,310</u>	Grants	\$ -
Total Liabilities	\$ 511,540	Debt Service	<u>\$ 260,678</u>
		Total Expenses	\$ 391,734
<b>Fund Balance</b>		<b>Net change in Fund Balance</b>	
Restricted	\$ -		\$ (6,902)
Unrestricted	<u>\$ (238,820)</u>	Fund Balance, beginning	<u>\$ (231,918)</u>
Total Fund Balance	<u>\$ (238,820)</u>	<b>Fund Balance, ending</b>	<u>\$ (238,820)</u>
Total Liabilities & Fund Balance	<u>\$ 272,720</u>		

\* Unaudited



MEMBERS OF THE BOARD OF DIRECTORS

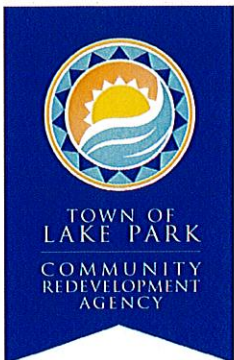
James DuBois, Chair  
Kimberly Glas-Castro, Vice-Chair

Board Members

Erin T. Flaherty \* Christiane Francois \* Michael O'Rourke \* Kathleen Rapoza  
One Vacancy

STAFF OF THE CRA

Dale S. Sugerman, Ph.D., Executive Director  
Thomas J. Baird, Esq., Agency Attorney  
Vivian Mendez, CMC, Agency Clerk



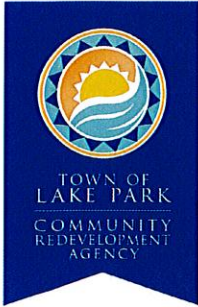
**TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY**

Town Hall ❖ 535 Park Avenue, Lake Park, FL 33403  
561-881-3304 (Phone) ❖ 561-881-3314 (Fax) ❖ [www.lakeparkcra.com](http://www.lakeparkcra.com)

# **Consent Agenda**

# TAB 2





**CRA**  
**Agenda Request Form**

**Meeting Date: March 19, 2014**

**Agenda Item No.**

**Agenda Title: CRA Meeting Minutes of October 2, 2013**

- |                                                       |                                                             |
|-------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORT  | <input type="checkbox"/> CONSENT AGENDA                     |
| <input type="checkbox"/> OLD BUSINESS                 | <input type="checkbox"/> NEW BUSINESS                       |
| <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION | <input checked="" type="checkbox"/> OTHER: General Business |

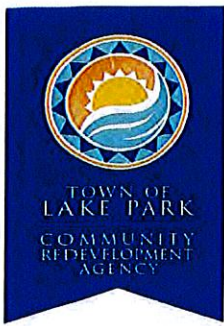
**Approved by Executive Director:**  **Date:** 2/25/14

Shari Canada, CMC, Deputy Town Clerk  
Name/Title

<b>Originating Department:</b>  TOWN CLERK	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> Agenda Minutes Exhibit "A"
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**Summary Explanation/Background:**

**Recommended Motion:** To approve the CRA Meeting Minutes of October 2, 2013.



# AGENDA

Community Redevelopment Agency Meeting  
Wednesday, October 2, 2013, 6:30 pm  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>Erin Flaherty</b>	—	<b>Board Member</b>
<b>Christiane Francois</b>	—	<b>Board Member</b>
<b>Michael O'Rourke</b>	—	<b>Board Member</b>
<b>Kathleen Rapoza</b>	—	<b>Board Member</b>
<b>Vacant</b>		
.....		
<b>Dale S. Sugerman, Ph.D.</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Agency Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

**A. CALL TO ORDER/ ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATION/REPORT  
None**

**D. PUBLIC COMMENT  
This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.**

**E. General Business:  
1. Approval of Special Call CRA Board Meeting Minutes of August 21, 2013 Tab 1**

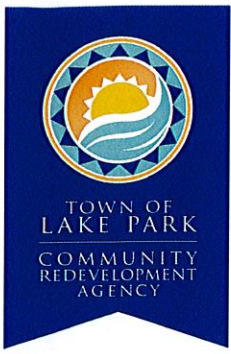
**F. NEW BUSINESS:  
2. Review the Practice of Continuing Quarterly Board Meetings Tab 2  
3. Cancelling the January 1, 2014 Board Meeting Tab 3**

**G. EXECUTIVE DIRECTOR REPORT: Update Report**

**H. BOARD MEMBER COMMENTS**

**I. ADJOURNMENT  
The next scheduled CRA Board Meeting will be conducted on April 2, 2014**





**Minutes  
Town of Lake Park, Florida  
Community Redevelopment Agency Board Meeting  
Wednesday, October 2, 2013, 6:30 p.m.  
Town Commission Chamber, 535 Park Avenue**

The Community Redevelopment Agency Board met on Wednesday, October 2, 2013 at 6:30 p.m. Present were Chair James DuBois, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Executive Director Dale S. Sugerman, and Agency Clerk Vivian Mendez. Board Member Christiane Francois was absent.

Agency Clerk Mendez performed the roll call and Chair DuBois led the pledge of allegiance.

**Public Comment:**

None

**General Business:**

**1. Approval of Special Call CRA Board Meeting Minutes of August 21, 2013**

**Motion: A motion was made by Board Member O'Rourke to approve the Meeting Minutes of August 21, 2013; Board Member Rapoza made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 5-0.

**NEW BUSINESS:**

**2. Review the Practice of Continuing Quarterly Board Meetings**

Executive Director Sugerman explained the item (see attached Exhibit "A").

Chair DuBois recommended that the Board continue the quarterly meetings.

**Motion: A motion was made by Board Member O'Rourke to approve continuing to holding the CRA Board meetings on a quarterly basis; allowing for Special Call**



**meetings from time to time when warranted by circumstances ; Vice-Chair Glas-Castro made the second.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 5-0.

### **3. Cancelling the January 1, 2014 Board Meeting**

**Motion: A motion was made by Board Member Rapoza to cancel the January 1, 2014 regularly scheduled CRA Board meeting; allowing for a Special Call meeting on or near that date if warranted by circumstances ; Vice-Chair Glas-Castro made the second.**

Board Member O'Rourke asked if the January 1, 2014 meeting would be "made up".

Executive Director Sugerman stated that at this time staff does not foresee any specific business that would come before the CRA and in the prior agenda item part of the staff report was that if there is a need for a special call meeting a special call would be called. He stated that a special call meeting will be a need for a special call meeting in February or March to submit to the Board the CRA Annual Report. He stated that special call meeting will be coordinated with a Regular Commission Meeting.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois			Absent
Board Member Michael O'Rourke	X		
Board Member Kathleen Rapoza	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair James DuBois	X		

Motion passed 5-0.

### **EXECUTIVE DIRECTOR REPORT:**

Executive Director Sugerman stated that there is a vacancy on the CRA Board and encouraged interested persons that meet the requirements to apply. The requirements to serve on the CRA Board are: live within the CRA boundaries or own a business within the CRA. He provided an update on new businesses in the months of August and September that opened within the CRA. He thinks activities are going to be picking up over the next year and as a result staff will be making recommendations to enhance the effectiveness of the CRA and the economic development program. He stated that on

Wednesday, August 25, 2013 the Artist of Palm Beach County held a free workshop and that six (6) to eight (8) people participated. He explained that every month the Artists of Palm Beach County offer some type of free workshop to residents of the Town. He stated that the Artist of Palm Beach County will be holding their Autumn Exhibit starting on October 1, 2013 through November 23, 2013 and the theme is the Fall Season and that the work selected for the juried show reflect the theme. He stated the opening reception will be held on October 10, 2013 from 5:00 pm to 8:00 pm at the 800 Park Avenue.

**BOARD MEMBERS COMMENTS:**

**Board Member Rapoza** had no comments.

**Board Member Flaherty** had no comments.

**Board Member O'Rourke** had no comments.

**Vice-Chair Glas-Castro** had no comments.

**Chair DuBois** had no comments.

**ADJOURNMENT**

There being no further business to come before the CRA Board and after a motion to adjourn by Board Member Rapoza and seconded by Board Member Flaherty, and by unanimous vote, the meeting adjourned at 6:45 p.m.

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Chair, James DuBois

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Deputy Agency Clerk, Shari Canada, CMC

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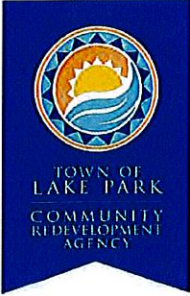
Agency Clerk, Vivian Mendez, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2013



Exhibit "A"



**CRA  
Agenda Request Form**

Meeting Date: **October 2, 2013**

Agenda Item No. *Tab 2*

**Agenda Title: Review the Practice of Continuing Quarterly Board Meetings**

- SPECIAL PRESENTATION/REPORT
- OLD BUSINESS
- DISCUSSION FOR FUTURE ACTION
- CONSENT AGENDA
- NEW BUSINESS**
- OTHER

Approved by Executive Director: *D&P* Date: *9/13/13*

*Dale S. Sugerman*, Ph.D./Executive Director  
Name/Title

<b>Originating Department:</b>  <b>Executive Director</b>	Costs: \$ <b>0.00</b> Funding Source: Acct. # [ ] Finance _____	<b>Attachments:</b>  <b>None</b>
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**Summary Explanation/Background:**

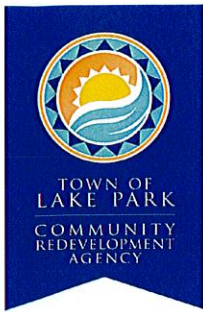
At the January 16, 2013 meeting of the CRA Board, a decision was made to modify the meeting schedule of the Board from monthly to quarterly. This past year the Board has met on a quarterly basis, with Special Call meetings from time to time when warranted by circumstances. At the January 16, 2013 Board meeting, it was also discussed that this decision to move from a monthly meeting to a quarterly meeting would be revisited within the year. This agenda item is to allow for a discussion about keeping the Board meetings scheduled on a quarterly basis, or moving them back to monthly.

**Recommended Motion:**

I move to continue holding the CRA Board meetings on a quarterly basis; allowing for Special Call meetings from time to time when warranted by circumstances.

# **NEW BUSINESS**

# TAB 3



CRA
Agenda Request Form

Meeting Date: March 19, 2014

Agenda Item No.

Agenda Title: Cancelling the April 2, 2014 Regular Quarterly Board Meeting

- [ ] SPECIAL PRESENTATION/REPORT [ ] CONSENT AGENDA
[ ] OLD BUSINESS [X] NEW BUSINESS
[ ] DISCUSSION FOR FUTURE ACTION [ ] OTHER

Approved by Executive Director: [Signature] Date: 2/21/14

Dale S. Sugerman, Ph.D./Executive Director
Name/Title

Table with 3 columns: Originating Department (Executive Director), Costs (0.00), Attachments (None). Includes fields for Funding Source, Acct. #, and Finance.

Summary Explanation/Background:

The CRA Board will be conducting a Special Call Board meeting on March 19th in order to review and accept the 2012-2013 Annual Report, which must be filed with the State of Florida no later than March 31, 2014. Being that the CRA Board will be meeting on March 19th to conduct any pending/outstanding business of the CRA Board, there is no need to hold the regularly scheduled quarterly meeting just 14 days later. Therefore, if the Board thinks it best to cancel the regularly scheduled quarterly Board meeting of April 2, 2014, it will need to do so with a motion, a second, discussion, and a vote.

Recommended Motion:

I move to cancel the regularly scheduled quarterly Board meeting of April 2, 2014.