

**BUSINESS ADVISORY BOARD MEETING AGENDA**  
**Wednesday, April 19 at 6:30 PM**  
**City Hall Commission Chambers 9090 SW 50<sup>th</sup> Place, Cooper City, FL 33328**

**Interim Chair – Ray Briant**                      **(Held) – Vice Chair**  
**Colleen Colpani – Secretary**

**Chair: CALL MEETING TO ORDER**                      **Chair: Roll Call**

- |                    |                   |                              |
|--------------------|-------------------|------------------------------|
| <b>1. Minutes:</b> | March 15, 2023    | Draft submitted for Approval |
|                    | January 18, 2023  | No record received           |
|                    | February 15, 2023 | No record received           |

- 2. Board Vote: Excused/Unexcused Absences –Ordinance 23-5**  
It is the duty of the Board Chair to notify the appointing Commissioner of unexcused absences in conflict with Ordinance 23-5 which would prompt the recommendation for the removal and replacement of their appointed board member.

Volunteerism is an honorable, selfless undertaking that requires unwavering dedication where self-fulfillment and the advancement of the business community at large are the only compensation. With respect to statutory requirements regarding quorum and the recordation of meeting minutes as well as consideration for the schedules of fellow volunteers and staff, we seek to establish guidelines regarding advance notification of the inability to attend or participate in scheduled meetings and activities.

Staff recommends that each board member commit to their personal calendar, meeting dates and times as previously established. It is requested that each board member notify the staff liaison no less than one week in advance of the next meeting, of their inability to attend the upcoming, scheduled meeting or event. In cases of illness or other unforeseen circumstances, the board member is requested to contact the staff liaison via email during regular business hours regarding their inability to attend the next scheduled meeting.

- 3. Community Development Business Expo Overview and Task Assignment**  
This event has been pushed back to the summer. The event space determines availability. Carlos Vega will present the approved event date and outline of the expo as prepared by staff. Board member task assignments will be issued.

**NEXT MEETING DATE: Wednesday, May 17, 2023**

**ADJOURNMENT:**

**Reminder: The Business Advisory Board generally meets on the *third (3<sup>rd</sup>) Wednesday of the month at 6:30 p.m.* in the Commission Chambers of City Hall.**

- **Please advise your appointing commission member and the office of the Board Liaison in writing regarding schedule conflicts that preclude you from future board meetings or project participation. [CVega@coopercity.gov](mailto:CVega@coopercity.gov) or [Tinah@Coopercity.gov](mailto:Tinah@Coopercity.gov)**

*This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990. Any persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact **Carlos Vega, at (954) 372-4298** no 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 in the meeting. Agenda items may be viewed online, or by contacting the City Clerk's Office at (954)434-4300 #220.*