

**SOUTHERN PINES APPEARANCE COMMISSION MINUTES**  
**Regular Meeting January 18, 2023**

**Board Members Present:** Teresa Lenahan, Birtha Shaw, Gigi Walter, Caitlin Gironda, Katherine Schirmer, Kate Shinkwin (Via Phone) and, Cynthia Dowdy

**Staff Present:** Regan Parsons, Jessica Roth, Cory Albers, and Debra Fisher

Teresa Lenahan stated that they do not have the minutes for November 16, 2022 and will need to approve at a later time.

**New Business**

Teresa Lenahan stated that if anyone has receipts for purchases they have paid for out of pocket for the Appearance Commission to give the receipts to her at the meetings so they can be reimbursed. Teresa Lenahan proposed that the vote on bringing nominees for Chair and Vice Chair being in October, and voting in November moving forward. Birtha Shaw made a motion and seconded by Cynthia Dowdy vote approved unanimously.

**Election of Chair and Vice Chair:** Teresa Lenahan commented that the Appearance Committee needs to nominate any of the Appearance Committee members for the position of the Chair and Vice Chair and asked for any nominations for the chair. Katherine Schirmer nominated Kate Shinkwin for the chair. Teresa Lenahan asked Kate Shinkwin if she was interested in running for the Chair. Kate Shinkwin asked Teresa Lenahan if she was running to remain as the chair of the Appearance Committee. Teresa Lenahan stated she will run again to remain as the Chair. Kate Shinkwin stated that she will not run for the chair at this time. Teresa Lenahan asked for a show of hands for votes of who they would like to have as the chair for the Appearance Committee. Six members were in favor and one none vote for Teresa Lenahan to remain as Chair for the Appearance Committee. Teresa Lenahan stated that we will now open the floor for nominations for Vice Chair. Gigi Walter nominated Kate Shinkwin to be Vice Chair for the Appearance Committee. Five votes were in favor and one none vote for Kate Shinkwin to be appointed Vice Chair of the Appearance Committee.

**Committee Updates**

**Flower Pots:** The selection of Spring and Summer plants for the flower pots have been selected and we will purchase two new glazed pots as well.

**Arbor Day:** Kate Shinkwin reported that for Arbor day they will be planting five trees and they are planning to have a tree tour. Kate Shinkwin stated that she will reach out to the N.C. forest service and the school to attend. Kate Shinkwin stated that they need to reach out to different originations asking for donations for the trees. Kate Shinkwin will get in touch with Susan Suggs about doing a tree tour at the pool park. Gigi Walter asked Kate Shinkwin for more information about the event and she will try to have it placed in one of the magazines. Cory Albers stated that once they have an agenda for the event he will need a copy to give to Jeff Grey since we will need that as part of our application process for Tree City.

**Review of Committees:** The list for who is on one of the committees needs to be reviewed. Discussion ensued on members for the different committees.

**Municipal Parking Lot:** Teresa Lenahan stated that for the budget year of 2023/2024 we may need to use some of our budget money for upgrades to the municipal parking lot. Regan stated the parking lot improvements do not need to come **from** the yearly allotment for the Appearance Committee. Regan commented that he would like for the committee to give feedback on signage for the parking lot. Teresa Lenahan stated that the Appearance Committee should look for project ideas on what they would like to have done. Kate Schirmer stated that the airport traffic circle sign as well as on W Pennsylvania to plant trees. Cory Albers stated that he has given to Graham Purcell the gateway report and he is getting the numbers for the budget for the plantings.

**Adjournment:** With no further items to discuss Teresa Lenahan asked for a motion to adjournment Birtha Shaw made a motion for adjournment seconded by Cynthia Dowdy.

Submitted by Debra Fisher  
Town of Southern Pines

