

From: [Ingrid Allen](#)
To: [Jaclyn Dehart](#)
Cc: [Lanelda Gaskins](#)
Subject: FW: FW: Draft invite for wine tasting event
Date: Thursday, December 18, 2025 4:19:44 PM
Attachments: [image001.png](#)

Jaclyn:

Attached is the draft invite prepared by Ms. Baxter. I asked her to revise the date and price per person. I will copy you on a separate email that I will send to Ms. Baxter on this issue of the invite. Please include either the attached draft or a revised draft (if received from Ms. Baxter) on the 1-7-26 Board agenda.

Thank you.



Sincerely,
Ingrid Allen
Town Planner

*Town of Highland Beach
3614 S. Ocean Boulevard
Highland Beach FL 33487
(561) 278-4540 Office (option 3)
(561) 278-2606 Fax
www.highlandbeach.us*

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Highland Beach officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Highland Beach.

From: Kiki Baxter <kikibaxterphoto@gmail.com>
Sent: Monday, December 15, 2025 7:12 PM
To: Ingrid Allen <iallen@highlandbeach.us>
Subject: Re: FW: Draft invite for wine tasting event

Hi Ingrid,

Here's the draft flyer with placeholder details.

Thanks,
Kiki

On Mon, Dec 15, 2025 at 9:07 AM Ingrid Allen <iallen@highlandbeach.us> wrote:

Ms. Baxter:

Please provide status of draft invite?



Sincerely,
Ingrid Allen
Town Planner

Town of Highland Beach
3614 S. Ocean Boulevard
Highland Beach FL 33487
(561) 278-4540 Office (option 3)
(561) 278-2606 Fax
www.highlandbeach.us

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Highland Beach officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Highland Beach.

From: Kiki Baxter <kikibaxterphoto@gmail.com>
Sent: Thursday, November 6, 2025 10:42 AM
To: Ingrid Allen <iallen@highlandbeach.us>
Subject: Re: Draft invite for wine tasting event

Thank you, Ingrid. Yes, I will prepare a draft and send it your way.

Best,
Kiki

On Thu, Nov 6, 2025 at 10:35 Ingrid Allen <iallen@highlandbeach.us> wrote:

Ms. Baxter:

The Chair asked if you could create a draft invite for the above-referenced subject. We don't yet have a date confirmed for the event and I need to discuss the extra cost with the Town Manager. I have attached the outline that was provided to the Board at yesterday's meeting which should assist you in preparing the draft invite. Once I get more information on the event, I will email the Board.

Thank you.



Sincerely,
Ingrid Allen
Town Planner

Town of Highland Beach
[3614 S. Ocean Boulevard](https://www.highlandbeach.us)
[Highland Beach FL 33487](https://www.highlandbeach.us)
(561) 278-4540 Office (option 3)
(561) 278-2606 Fax
www.highlandbeach.us

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Highland Beach officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Highland Beach.



WINE & LIGHT BITES

TASTING EVENT

Featuring a presentation by dune restoration expert Dan Bellante.

Join us for an elegant evening of Italian wines, delicious bites, and community connection.

THURSDAY,
FEBRUARY 9

6:00 – 8:30 PM

\$45 PER PERSON

**Limited to Highland
Beach Residents Only**

Please RSVP using the
Eventbrite link provided.



Event sponsored by the Highland Beach Natural
Resources Preservation Advisory Board.

