

**SYLMAR NEIGHBORHOOD COUNCIL  
EXECUTIVE OFFICERS**

PRESIDENT: Quyen Vo-Ramirez  
VICE-PRESIDENTS: Hiral Bhakta  
and Don Neal  
TREASURER: Randall Kelly  
PUBLIC RELATIONS: Nick Krall



**SYLMAR NEIGHBORHOOD COUNCIL**

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Minutes (to be approved) of the  
**SYLMAR NEIGHBORHOOD COUNCIL (SNC)  
BOARD RETREAT**

**Saturday, December 17, 2011**

at Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342

**1. Call to Order and Pledge of Allegiance**

President Quyen Vo-Ramirez called the Retreat to order at 9:38 a.m. and led the Pledge of Allegiance. Board Members present: Hiral Bhakta, Cheri Blose, Randall Kelly, Nick Krall, Martin Laufer, Derek Martin, Don Neal, George Ortega, Enrique Segura, Chris Shows, Roy Smith and Quyen Vo-Ramirez. Ricardo Benitez arrived later. Board Members absent: Deidre Campbell-Jones (unexcused), Rosemary Jenkins (excused), Sherry Lincoln (excused), Jeanne Rowe (excused) and Liz Meher (excused). Three Board seats (Retail, Industrial and Renter) were vacant. Also attending: three Stakeholders and Guests including Manny Figueras, Constituent Svcs. Rep. for L.A. City District Seven Councilman Richard Alarcon (818-756-8409; Manny.Figueras@LACity.org).

Twelve of the 18 Board Members were present at the beginning of the Retreat. The SNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is 11, so the Board could take such votes.

**2. Housekeeping, Stakeholder Comments, Speaker Cards, and Timekeeper.**

Ms. Vo-Ramirez explained the above.

**3. Public Comments**

There were no public comments at this time.

**4. Public Officials, Community Representatives and Board Member announcements and presentations.**

Mr. Neal announced that September's Olive Festival will include an eight-team softball tournament of public safety professionals. The Sea of Trees Foundation will soon be started and L.A. Mission College President Dr. Monte Perez is helping to find sponsors. Mr. Krall announced the May 19<sup>th</sup> and 20<sup>th</sup> Relay for Life; Caruso's Restaurant is having a fundraiser.

Ms. Vo-Ramirez read possible Retreat topics: DONE resources and requirements; Ethics Training availability; Brown Act compliance; Funding requirements, including approved/unapproved purchases; the status of the proposed Restated SNC Bylaws submitted to DONE in mid-2011 for DONE's approval; the current SNC Bylaws; the need to allocate funding for Fiscal Year 2011-2012 by April 15, 2012; and

Neighborhood Council Election Alternatives. Tom Soong, Project Coordinator, L.A. Dept. of Neighborhood Empowerment (DONE) (213-485-1360; Thomas.Soong@LACity.org; www.EmpowerLA.org), distributed “The Brown Act and Neighborhood Councils” and “The Public Records Act and Neighborhood Councils” information sheets, and a computer disc containing copies of various Neighborhood Council-related documents. He also presented slides and a video and answered questions regarding Neighborhood Council procedures, practices and laws. He announced that DONE will do more Regional Trainings and that there will be in-person Ethics Trainings three times per year and one Board operations training per month.

*Board Member Ricardo Benitez arrived at this time.*

There was extensive discussion regarding Board procedures and practices, parliamentary procedures, Neighborhood Council funding purposes and Board Member service. Mr. Soong will report on December 19<sup>th</sup> regarding the status of the Restated SNC Bylaws submitted for approval to DONE around June 2011. He relayed that the City Attorney’s Office clarified that it is up to an NC Board whether to remove a Board Member after more than three unexcused absences.

Regarding Neighborhood Council Election Alternatives, a “Neighborhood Council Election Alternatives Survey,” “Description of Different Election Methods” and “[NC] Elections Common Processes and Cost Variables” were distributed. There was extensive discussion regarding the SNC’s election preferences and possible Survey answers. It was relayed that the City Clerk’s Office said that each Neighborhood Council can only be represented by one official Survey, though individual Board Members are free to submit their own Surveys as individuals (to Clerk.ElectionsNC@LACity.org; fax (213) 978-0376; or City of L.A., City Clerk – Election Division, P.O. Box 54377, L.A., CA 90054-0377; information is at <http://CityClerk.LACity.org/Election>; (213) 978-0444).

**MOTION** (by Mr. Laufer, seconded by Mr. Neal): The Sylmar Neighborhood Council approves submitting the following answers to the L.A. City Clerk for their Election Alternatives Survey:

1. Is your NC willing to postpone elections until 2014 . . .? Answer: Yes. [If “yes” skip to question three.]
3. Who would your NC Board prefer to administer your elections in the future? (In rank preference order) answers: 1st: “D” (Independent Election Administrator; 2nd: “C” (DONE); and 3rd: “B” The Office of the City Clerk.
4. Which method does your NC Board prefer for electing Board Members? Answer: Hybrid method (At-Polls Elections / Vote-By-Mail (VBM) / Internet Voting Elections).

**MOTION PASSED** by a unanimous hand vote with 11 in favor.

The Secretary will send the above Survey answers to the City Clerk.

5. **Discussion and possible action** [see below Motion].

**FUNDING MOTION** (by Mr. Smith, seconded by Mr. Segura): The Sylmar Neighborhood Council allocates an amount not to exceed \$200 for food and supplies for the December 27, 2011 Sylmar High School event to feed the homeless.

**DISCUSSION:** Treasurer Mr. Kelly indicated that the SNC Purchase Card currently has no funding until the beginning of the next quarter on January 1<sup>st</sup>, so that no funding can be allocated.

**FUNDING MOTION FAILED** by a hand vote with four in favor, five opposed and two abstained.

6. **Board Member Comments**

Board Members wished each other and Stakeholders happy holidays.

[There was no Item #7.]

8. **Closing remarks, announcements, acknowledgements, future Agenda items, next Meeting date and Adjournment.**

Mr. Figueras thanked the SNC Board for its community service.

The next General Board Meeting will be held on Thursday, January 26, 2012 at 6:30 p.m. at Sylmar High School, Spartan Hall, 13050 Borden Ave, Sylmar.

Mr. Bhakta declared the Retreat **ADJOURNED** at 11:57 a.m.

Minutes written by DL.