

CITY OF LOS ANGELES  
CALIFORNIA

SYLMAR NEIGHBORHOOD COUNCIL

**PRESIDENT:** Ann Job

**VICE PRESIDENTS:**

Administration: Diane Valencia

Communications: Kathy Grubert

**TREASURER:** Patricia Rau

**PUBLIC RELATIONS:** Maria Silva



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**SYLMAR NEIGHBORHOOD COUNCIL**  
**SPECIAL MEETING OF THE EXECUTIVE COMMITTEE - MINUTES**  
**Wednesday, July 16, 2014, 7:00 p.m. – 8:30 p.m.**  
**El Cariso Park, Community Room, 13100 Hubbard Street, Sylmar, CA 91342**

Sylmar Neighborhood Council Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

**1. Call to Order (1)**

Ann Job called the meeting to order at 7:10 PM

**2. Roll Call (1)**

Roll Call was taken by Ms. Job. 4 of the 5 Committee members were present at the beginning of the Meeting: Ann Job, Diane Valencia, Patricia Rau, Maria Silva. Committee Members absent – Kathy Grubert.

**3. Housekeeping:** Sign-in Sheets, Speaker Cards for Agenda items, Recording and Timekeeper (1)

Ms. Job explained Sign-in Sheets and Speaker Cards. Diane Valencia agreed to take notes in lieu of recording the meeting and would act as Timekeeper.

**4. Approval of Minutes of the June 18, 2014 Executive Committee Board Meeting**

**MOTION** (by Ms. Job, seconded by Ms. Valencia): The Executive Committee moves to table the approval of the Minutes of its June 18, 2014 Meeting.

**MOTION PASSED** unanimously by those present.

Committee Member Kathy Grubert arrived at 7:12 PM

**Unfinished Business**

**5. Discussion** of the process of approving the final agendas for SNC Board Meetings by the Executive Committee (3)

Any two members of the Executive Committee must initial agendas before they are sent out for posting. Initials will not be added for Members who have not expressly approved the agenda.

The Executive Committee will hold a standing meeting each month on the 3<sup>rd</sup> Wednesday for agenda setting for the monthly General Board Meeting at El Cariso Park in the Community Center

**6. Discussion** of the process and timelines for posting Board and Committee agendas (5)

The deadline to complete agendas and send out for posting is Noon on the Thursday prior to any meetings. In some cases, this is a full week in advance of the meeting. This is to ensure that all agendas are included in the email blast which is sent out by our webmaster on a weekly basis, early each Friday morning. Ms. Grubert will revise her draft communication to be sent out to the Board by Ms. Valencia.

**7. Discussion** of the planning of a Board Retreat to provide SNC Board members with training and Board development; identify date range(s), topics, speakers, etc. for discussion and possible Board action (20)

After a general discussion of Saturdays in August, it was decided by the Executive Committee that August 23, 2014 would work best for everyone. The Retreat will possibly be 4-6 hours. Diane will send out an email to the Committee Members

with a rough draft of thoughts/ideas, and asked for the Committee Members input. Sylmar Library, Sylmar Park, Concordia School could be possible venues. Diane to call the Library and the Park; Ann will call Concordia School to confirm availability. Stakeholder Eugene Hernandez suggested parliamentary procedure as a possible topic.

### **New Business**

#### **8. Discussion of Committee meetings scheduling (5)**

Outreach Committee – standing meeting will be on the 3<sup>rd</sup> Thursday of each month at Concordia Jr./Sr. High School;  
Equestrian Committee – standing meeting will be on the 3<sup>rd</sup> Wednesday of each month at Concordia Jr/Sr. High School;  
Planning and Land Use Committee – standing meeting will be on the 4<sup>th</sup> Wednesday of each month at El Cariso Park (Community Center);

Ad Hoc Sediment Removal Committee – standing meetings for 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at El Cariso Park (Community Center);

Bylaws Committee – standing meeting for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at El Cariso Park (Community Center).

Budget Committee has not scheduled additional meetings at this time.

Government Affairs and City Services Committee has not scheduled any meetings at this time.

#### **9. Discussion related to setting the agenda for the July 24, 2014 General Board Meeting (47)**

General discussion of the draft agenda submitted by Ms. Valencia. The Committee Members worked through the agenda, line by line, to finalize each item, including the order of appearance and time allotted for each item. Clarification is required on a few agenda item requests received by Ms. Job. Diane re-iterated the need for agenda to be finalized by Noon on Thursday to ensure compliance with our posting procedures.

#### **10. Committee Member Comments on subject matters within the Committee's jurisdiction (3)**

#### **11. Future Agenda Items: Please e-mail the Executive Committee at [ExecutiveBoard@SylmarNC.org](mailto:ExecutiveBoard@SylmarNC.org)**

#### **12. Closing Remarks, Announcements, Acknowledgements and Adjournment (1)**

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