

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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Minutes Taker: Ann Job

Minutes of the **SYLMAR NEIGHBORHOOD COUNCIL SPECIAL MEETING - RETREAT**

Saturday, September 6, 2014

at LA Mission College / Culinary Arts Building, 13356 Eldridge Ave., Sylmar, CA 91342

Minutes are a summary of business conducted at a meeting. Only the Motions are precise.

- 1. Call to Order and Pledge of Allegiance** – President, Ann Job called the meeting to order at 9:03 AM. The Pledge of Allegiance was said at the meeting's close.
- 2. Roll Call** – The Roll was called by Diane Valencia. Nine of the 21 board members were present at the beginning of the meeting: Kathy Bloom (absent), Cheri Blose (absent), Peggy Courtney (late), Laurie Fadness (late), Lucille Floresta (absent), Carlos Gonzalez (present), Kathy Grubert (present), Ann Job (present), Carlos Lara (present), Derek Martin (absent), Jackie Mata (present), Jeh Meher (absent), Chardell Powell (absent), Patti Rau (present), Brenda Resendis (late), Christian Rubalcava (present), Chris Shows (absent), Maria Silva (present), Monique Simpson (late), Roy Smith (absent), Diane Valencia (present). We did not have a quorum.
- 3. Housekeeping, Speaker Cards, and Timekeeper** – Diane Valencia announced that speaker cards are not on the table, so stakeholders should raise his/her hand to be acknowledged. The retreat is for training the board members.
- 4. Welcome by facility Host** – Carlos Gonzalez welcomed us.
- 5. Welcome and Opening Remarks** – Ann Job welcomed the stakeholders, reiterating that the purpose of the retreat is for board member training, mentioning that in the interest of time she was limiting her remarks here to 1 minute.
- 6. Public Comment on Non-Agendized Items within the Board's subject matter jurisdiction** – Ann Job indicated that she was limiting the time for stakeholders to speak to one minute. Stakeholders in attendance, Sherry Lincoln, Eugene Hernandez, and Cesar Aleman declined the offer to speak. Ann acknowledged Cesar, as this was his first SNC meeting, and he helped her set up before the meeting.
- 7. Ice Breaker** – Diane Valencia presented "Would You Rather...?" and Kathy Grubert presented "2 Truths and a Lie" as fun exercises. They were interspersed throughout the retreat to 'keep it light.'

(Peggy Courtney, Monique Simpson, and Brenda Resendis arrived at this time, giving us a quorum.)
- 9. Everything You Ever Wanted to Know About Committees, But Were Afraid to Ask** – Leyla Campos of DONE and Diane Valencia conducted training regarding committees. (This preceded Item 8.)
 - Any committees meeting at a time other than their regular time, becomes a 'special' meeting.
 - We discussed BONC's revised posting requirements.
 - All committee chairs are requested to fill out a Committee Information form, and bring it to the September General Board Meeting, so that committee members can be ratified by the board. This is necessary because (per our current bylaws) committee members, not just the chair, should be appointed by the President and ratified by the board. Leyla stated that we have until April to

change our bylaws. Diane stated that this issue has not yet been addressed by the Bylaws Committee, but will be address.

- Regarding removal of board members or committee members, Leyla suggested checking in with our deputy city attorney, Alois Phillips, for guidance.
- It is important that agendas be detailed enough to let stakeholders know what the meeting will be about.
- Leyla said it is important to keep the minutes very simple. Minutes are not required under the Brown Act. The Board Count is required.

8. Neighborhood Councils 101

Presentation by Mark Seigel, President of Sunland-Tujunga Neighborhood Council. This item followed Item 9.

- Mark urged us to go to BONC meetings.
- The importance of Parliamentary procedure is to facilitate the meeting and keep it congenial.
- The only requirements of Minutes: what time was it called to order; what motions were made, who made the motion, who seconded it, how many ayes, nays, abstentions; what time was it adjourned. You only need to record what the actions were. (Laurie Fadness arrived at this time.)
- He mentioned that at the City Council, if one is not at his desk when a vote is taken, the vote is automatically 'yes.' We took issue with this.
- It is important to delineate the time you are just representing yourself, and when you are representing the council.
- He asked each of us questions that let us know more about each other and why we wanted to be on the neighborhood council.

Break

10. Funding Made Comprehensible, If Not Simple – In the interest of time, Patricia Rau, Treasurer, agreed to defer her presentation to a later time.

12. Discussion and Motion to approve Neighborhood Council Outreach Survey, as required for the Neighborhood Council Budget Package for Fiscal Year 2014-2015. Motion made by Ann Job, seconded by Diane Valencia. The vote: 12 Yes, 0 No, Carlos Lara (ineligible).

13. Discussion and Motion to approve the Neighborhood Council Self-Assessment Form for Fiscal Year 2013-2014, as required for the Neighborhood Council Budget Package for Fiscal Year 2014-2015. Motion made by Patti Rau, seconded by Laurie Fadness. The vote: 11 Yes, 0 No, Abstain (Maria Silva), Carlos Lara (ineligible).

11. Discussion and Motion to approve the draft Neighborhood Council Strategic Plan, as required for the Neighborhood Council Budget Package for Fiscal Year 2014-2015. Motion made by Christian Rubalcava, seconded by Laurie Fadness. The vote: 12 Yes, 0 No, Carlos Lara (ineligible).

14. Discussion and Motion to approve an amount not to exceed \$325 for a 10-month e-blast subscription. The change in wording for this item from that on the agenda was made necessary because we cannot vote on anything that takes us beyond June 2015, the end of this fiscal year. Motion by Patricia Rau, seconded by Ann Job. The vote: 12 Yes, 0 No, Carlos Lara (ineligible).

(Jackie Mata left at this time, when there were no more items to vote on.)

Working Lunch

15. Everything We Do Is Outreach

Presentation by Maria Silva, Chair - SNC Outreach Committee. Maria developed a power point presentation to remind us of our commitment to serve Sylmar when we ran for the SNC. She showed us surveys that we took at the Sylmar Olive Festival, where our stakeholders reported what they like about Sylmar, and what improvements they would like to see. The Outreach Committee will present the findings of these surveys to the SNC board. Then Maria gave us a folder with 5 surveys and 5 brochures, and challenging us to get 5 surveys filled out, and bring them to the Outreach Committee. She closed by having us recite our Neighborhood Council pledge together.

16. Team Building - Mark Seigel conducted a team building exercise that involved 30 spaghetti pieces, 1 marshmallow, 6 M&Ms, a piece of string, and masking tape. You had to be there to 'get it.' We formed two teams. This was a wonder exercise to promote working together and problem solving.

1. ...Pledge of Allegiance – The Pledge of Allegiance was said at the meeting's close.

17. Adjournment – Ann Job adjourned the retreat at 2:10 PM without objection.

Minutes written by Ann Job.