



Officers
President: Tammy Flores
Vice President of Administration: Diane Valencia
Vice President of Communications: Maria Silva
Treasurer: Alex Guerrero
Public Relations Coordinator: David M. Rodriguez

SYLMAR NEIGHBORHOOD COUNCIL
SPECIAL BOARD MEETING – MINUTES
Saturday, July 30, 2016
10:00am – 12pm
Fiddler's Three Restaurant
12721 Glenoaks Boulevard, Sylmar, CA 91342

Sylmar Neighborhood Council General Board Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. 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.** The meeting was called to order at 10:07a.m. by David M. Rodriguez. Present were Board Members Wilson Bell, Kathy Bloom, Cheri Blose, Kurt Cabrera-Miller, Tammy Flores, Lucille Floresta, Alex Guerrero, Gregory Hoerner, Francis Hughes, Derek Martin, John Pacheco, Diana Rodriguez, Emily Rubalcava, and Maria Silva. Stakeholders present were Marti Marshall and Patti Rau.

(For the record, the following Board Members agreed to this special meeting: Wilson Bell, Kathy Bloom, Kurt Cabrera-Miller, Tammy Flores, Lucille Floresta, Ann Job, John Pacheco, David M. Rodriguez, and Maria Silva.

- 2) **Housekeeping:** Sign-In Sheets, Speaker Cards for Agenda Items, Recording, and Timekeeper. Speaker cards unnecessary. Those present and wishing to speak were urged to raise their hands and wait to be acknowledged by the chair. Diana Rodriguez offered to take the minutes. David Rodriguez agreed to serve as timekeeper.
- 3) **Public Comment** on matters not appearing on the agenda:
- a) Public Officials & Representatives (2 minutes per speaker). None.
 - b) Stakeholders (2 minutes per speaker). None.
- 4) **Discussion** on preparations for the Sylmar Neighborhood Council's town hall/community resource fair scheduled for Saturday, October 15, 2016.
- a) *Item minutes:*
 - i) Town Hall & Resource Fair status and update:
 - (1) Meeting purpose: Solicit suggestions and feedback from stakeholders regarding the format and content for the upcoming Sylmar Neighborhood Council Town Hall/Resource Fair.
 - (2) Background and updates: The purpose of this event is to gather Sylmar community members under one roof to deliver relevant information and learn about their concerns and priorities. During the event, community stakeholders should have the opportunity to ask questions, share concerns, pick up

relevant information and learn about the services provided by local elected officials, public agencies and community-based organizations.

(3) The SNC outreach committee has agreed upon three themes that will serve as focal points for the event. Those themes are 1) Back to Basics, 2) Crime and Safety and 3) Emergency Preparedness.

(4) Possible venues:

(a) Los Angeles Mission College (**confirmed**).

(b) Sylmar Charter High School (**unconfirmed**).

(i) Meeting participants suggested that Sylmar Charter HS seemed more welcoming and accessible to the community. There is also ample parking and access to the quad area for resource fair booths.

(5) Hours: 10am-1pm (3 hrs).

ii) Call for input:

(a) Outreach:

(i) Conduct outreach throughout all of Sylmar.

(ii) Flyers should spark interest (what do we do in the case of: a downed tree, a fire, an earthquake, a vehicle break-in).

(iii) Prepare a save the date – Digital and paper.

(iv) Get the word out:

1. During the SNC's "walk the street event."

2. At schools along with SNC outreach materials (pencils & message).

3. Email blasts.

4. At the Sylmar Olive Festival.

(v) Create catchy hashtag for use in social media outlets.

(vi) Purchase reusable bags for resource fair.

(vii) Prepare press release for media.

(viii) Invite other Neighborhood Councils and ask them to help promote the event.

(b) Proposed Formats:

(i) At Sylmar Charter High School: Stage for speakers, Quad for resource fair booths, open area for networking, enough space for seating.

(ii) At Los Angeles Mission College: Center area for speakers and seating, bordering area outside of pillars for resource fair.

(c) Suggested Speakers:

(i) Local Elected Officials: If elected officials are present, they may each need more time.

- (ii) Representatives hosting booths should be provided with time to speak so that they can share information about their organizations.
- (iii) Theme speakers & topics
 1. Back to Basics: 211, 311, 811, Representative from Mayor Eric Garcetti's office.
 2. Crime and Safety: Neighborhood Watch, Explorer Program, Race for Youth.
 3. Emergency Preparedness: 5 Steps to Neighborhood Preparedness Program, Red Cross, Los Angeles Fire Department, CERT, Ready- Set- Go Program, FEMA, Map Your Neighborhood Program.
- (d) Agenda formats:
 - (i) 1st hour: resource fair, 2nd hour: townhall, 3rd hour: resource fair.
 - (ii) 1 hour: resource fair, 1.5 hours: townhall, 30 minutes: resource fair.
 1. 20 minute presentation and 10 minutes Q&A, per speaker.
 - (iii) 30 minutes: resource fair, 2.5 hours: townhall with resource fair booths open.
- (e) Refreshments:
 - (i) If the event is held at Sylmar Charter High School, the school may be able to offer food and drinks as a fundraising activity.
 - (ii) Invite food trucks to the event.
- (f) Other Comments:
 - (i) Translation should be offered (translator and headsets).
 - (ii) Booths should also represent the themes.
 - (iii) Could we include performances? Sylmar Charter HS Cheer Team.
 - (iv) Create a one pager containing information regarding the services and resources covered during the townhall.
 - (v) Promote the SNC during the opening remarks.
 - (vi) Equestrian Booth.
 - (vii) Administer community survey at the event.
 - (viii) Should there be a first aid booth?
 - (ix) Can we include entertainment/activities for kids? Perhaps a petting zoo?
 - (x) Check with the venue regarding related restrictions.
 - (xi) Can we invite the Lucy Foundation Truck?
 - (xii) Add printing cost to next board meeting agenda.

iii) Recap

- (1) Title: Sylmar Town Hall/Resource Fair
- (2) Date: October 15, 2016
- (3) Time: 10am-1pm
- (4) Location: To be confirmed. 1st choice: Sylmar Charter High School, 2nd choice: Los Angeles Mission College
- (5) Themes and Responsible parties: (should confirm speakers within one month's time)
 - (a) Back to Basics: Outreach Committee
 - (b) Crime and Safety: Public Safety Liaison, Vice President of Administration, Carlos Lara
 - (c) Emergency Preparedness: Emergency Preparedness Committee
- (6) Agenda: 15 minute introduction, 45 minutes of speaking time/per theme, 30 minutes resource fair.
- (7) Booths: All board members are welcome to invite community-based organizations to host a booth.

5) **Board Member Comments/Announcements.** None.

6) **Meeting Adjourned** at 11:10a.m.