



Officers

President: Tammy Flores
Vice President of Administration: Diane Valencia
Vice President of Communications: Maria Silva
Treasurer: Alejandro Guerrero
Public Relations Coordinator: David Rodriguez

SYLMAR NEIGHBORHOOD COUNCIL
Special Meeting of the Executive Committee - Minutes
May 12, 2016, 6:30 P.M. – 8:30 P.M.
Sylmar Park, Computer/PreSchool Room, 13109 Borden Ave., Sylmar, CA 91342
Chaired by Tammy Flores

Sylmar Neighborhood Council General Board Minutes are a summary, not an exact, word-for-word transcript of what was said at the Meeting. The Minutes are not a comprehensive record of what was said about an issue or project.

- 1. Call to Order.** The meeting was called to order at 6:30 p.m.
Roll Call – Present from the Executive Committee were Tammy Flores, Diane Valencia, Maria Silva and David Rodriguez. Alex Guerrero was absent. Also present were stakeholders (and Budget Committee members) Bonnie Bernard and Patti Rau, and Wilson Bell (Home/Condo Owner Representative).
- 2. Housekeeping: Sign-In Sheets, Speaker Cards, Recording, Rules and Code of Conduct.** All were familiar with procedure.
- 3. Public Comment on Non-Agendized Items.** Bonnie Bernard explained the situation in connection with the grievance she had filed against the SNC Board. She prefers that the solution be handled with Board training, not a referral to the Regional Grievance Panel for a solution.
- 4. Discussion and possible action** to set a regular meeting schedule and location for the Executive Committee. The committee settled on a time of 6:30 p.m. on Tuesday, a week before the regular Board Meeting with a vote 4 Yes, 0 No and 0 Abstention. In an effort to control the length of the General Board meeting, Ms. Flores suggested that items go to committee before coming before the General Board.
- 5. Discussion and possible action** to approve the past Meeting Minutes of the Executive Committee. This being the 1st meeting of the new Executive Committee, and only two members having been on the previous Committee, 2 members abstained – Tammy Flores and David Rodriguez. The 1st was made by Diane Valencia; 2nd by Maria Silva. Vote 2 Yes, 0 No and 2 Abstentions.
- 6. Discussion and possible action** regarding the general operations of the Sylmar Neighborhood Council and the roles of each Executive. Ms. Flores made a list, defined by the Bylaws, of the duties of the Executive Committee and the Vice President – Administration. **External communications** via NumberBard go to the Execs only. Each Executive, in rotation, will be responsible for a two month period for forwarding NumberBard calls to the proper person or committee. For now, Mr. Rodriguez will take May and June, Ms. Flores July and August, Ms. Valencia September and October, and Ms. Silva November and December. Ms. Flores will be responsible for all incoming emails. **Internal communication** will be handled by Ms. Silva. This will include web maintenance, and keeping the Board and stakeholders informed as to events at City Hall and locally. **SNC Calendar updates** will be handled by Ms. Valencia. **Document retention** will be maintained via DropBox. **SNC mail and P.O. Box** will be handled by Ms. Flores. **Storage Unit** keys will be held by Ms. Flores as well. **Inventory** is due June 30th, 2016, and is to be filed with DONE. **Copies for meetings:** Diane is going to discuss with Office Depot the availability of having an online account with a monthly tab so that all those needing to make copies for meetings can do so individually rather than it falling to one person. **Set Up/Break Down of Meetings** to be assigned tasks of Board Members. **Treasurer (1st signatory) and 2nd signatory**, if changed, must be agendized. **Writing of the Minutes for Board meetings/clerical assistance:** Ms. Rau volunteered to take the minutes for May and June, to be edited by Mr. Rodriguez. This may change after beginning of next fiscal year. Ms. Silva will be responsible for the Vote Count and Mr. Rodriguez will be timekeeper. **VP – Administration duties** have been carried out by Ms. Valencia in the past. Some of these duties could be carried out by others in the future. Ms. Valencia is also the City Attorney liaison and stated she would like to continue in that position.
- 7. Discussion and possible action** regarding the scheduling of a Board Retreat. Ms. Flores would like to have the retreat at the Sylmar Library. She would like several Board Members to assist in organizing and setting the agenda for the retreat.

8. **Discussion and possible action** related to the review of a draft meeting agenda for the SNC General Board Meeting on May 26, 2016. Each item on the agenda was gone over.
9. **Board Member Comments.** None.
10. **Meeting adjourned** at 9:19 p.m.

Minutes by Patricia Rau.