

CITY OF LOS ANGELES  
CALIFORNIA

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Tammy Flores

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Maria Silva

TREASURER: Alex Guerrero

PUBLIC RELATIONS: David M. Rodriguez



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**Joint Special Meeting of the Executive Committee and Board - MINUTES**  
**Tuesday, August 2, 2016 – 6:30 PM**  
**Fiddler's Restaurant, 12721 Glenoaks Blvd, Sylmar, CA 91342**

**Committee Chair – Tammy Flores**

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.** President Tammy Flores called the meeting to order at 6:35 PM.

2. **Roll Call.**

Present were: Committee members - Tammy Flores, Diane Valencia, Maria Silva, Alex Guerrero and David M. Rodriguez; Board members – Kathy Bloom, Ann Job, Wilson Bell; Stakeholders – Amanda Bloom, George Ortega, Bonnie Bernard, Patricia Rau

3. **Housekeeping: Sign-In Sheets, Speaker Cards for Agenda Items, Recording and Timekeeper**

President Flores explained these items

4. **Public Comment on matters not appearing on the agenda.**

None.

5. **Discussion and possible action to approve the Minutes of the June 17, 2016 Executive Committee Meeting**

Motion by David M. Rodriguez, seconded by Diane Valencia, to approve the Minutes as written. Approved unanimously by the Committee - 5/0/0

6. **Discussion and possible action relative to logistics, tasks and operating procedures for the SNC**

President Flores read each Officer job description from the Bylaws, starting with the Public Relations Coordinator and ending with the President. The Committee had an opportunity to discuss the roles and ask questions. It was noted during discussion that Maria Silva, David M. Rodriguez and Kathy Bloom are all authorized to post as the SNC on the SNC's Facebook page. Ms. Valencia suggested that be communicated clearly to the Board as permission levels for some Directors may have changed. Ms. Silva will manage all calendar and website updates, including SNC and community meetings. The Committee discussed sharing various tasks, perhaps on a revolving basis, related to the Board meetings – housekeeping announcements, timekeeping, vote count sheets, etc.

7. **Discussion and possible action relative to the 2016/2017 Budget Package submission, due September 1, 2016.**

The Committee discussed dividing up the various documents and readying them for the Board to review at the August Board meeting. Ms. Valencia had previously sent the documents to the Committee and reminded the Committee that the Board is subject to a suspension of its funding if the documents are not received by the deadline and further advised that typically these documents are completed by the Board, not the Executive Committee. Mr. Guerrero will re-send the documents out to the Committee.

8. **Committee Member Comments on subject matters within the Committee and Board’s jurisdiction.**

None

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

10. **Closing Remarks, Announcements, Acknowledgements, and Adjournment.**

Meeting adjourned at 8:54 PM