

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

Monday, August 15, 2016 – 7:00 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 7:02 PM.

2. **Roll Call.**

Present were: Committee members - Tammy Flores, Diane Valencia, Maria Silva, and David M. Rodriguez;

Absent - Alex Guerrero

Board members – Wilson Bell, Kathy Bloom, Ann Job and Kurt Cabrera-Miller;

Stakeholders – Amanda Bloom and Bonnie Bernard

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

Ms. Valencia explained these items and offered to take the Minutes.

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

Ms. Bernard made a short statement regarding email exchanges that she has had with some SNC Directors.

5. **Discussion and possible action** to approve the Minutes of the July 25, 2016 Executive Committee Meeting

Motion by Dr. Rodriguez, seconded by Ms. Valencia, to approve the Minutes as written.

Approved by the Committee with Ms. Silva abstaining – 3/0/1

6. **Discussion and possible action** to approve the Minutes of the August 2, 2016 Executive Committee Meeting

Motion by Ms. Valencia to table approval of the Minutes to the next meeting of the Committee, seconded by Ms. Flores.

Approved unanimously by the Committee. 4/0/0

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

Board Meeting set-up – Ms. Job offered to continue to arrange for set-up of the meeting room beginning the morning of the Board meetings and to wrap out of the meeting location the next morning. Dr. Rodriguez may be available to assist as he has done in the past.

Document copying / Board packets - Ms. Job, as the SNC Cardholder, will continue to be responsible for copying and collating the Board packages and will work directly with Ms. Valencia on all necessary documents.

Ms. Silva offered to serve as Ms. Job's back-up for copying.

Minutes – there was a discussion about who could take meeting Minutes. In the past, Patti Rau has volunteered to do so and may be willing to do so in the future. Ms. Valencia will speak to Ms. Rau about taking the Minutes for the August meeting. Ms. Bernard also offered assistance. Ms. Flores suggested that someone on the Board could be trained and mentored to assist, such as Emily Rubalcava. Mr. Cabrera-Miller commented that taking Minutes can be challenging and they must be accurate. Ms. Valencia commented that the SNC has had

inconsistent results with Minutes in the past and that she feels that it's important that the Minutes Taker understand the level of detail required.

Housekeeping announcements – Ms. Flores asked Ms. Bloom to read the announcements at the August meeting. Various other tasks such as Timekeeping, recording of the meeting, Vote Count Sheets, etc. will be assigned by Ms. Flores in advance of each meeting.

8. **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. Documents to be sent to Ms. Valencia for inclusion in the Board packets.

9. **Discussion and possible action** relative to setting the agenda for the SNC's General Board Meeting on August 25, 2016.

The Committee reviewed and discussed the draft agenda prepared and presented by Ms. Valencia. Placement and timing of items were discussed and agreed on. Ms. Valencia will make the changes agreed on and will circulate a final draft to the Committee prior to posting.

10. **Committee Member Comments on subject matters within the Committee and Board's jurisdiction.**

None

11. **Future Agenda Items:** Please e-mail the Executive Committee at ExecutiveBoard@SylmarNC.org.

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

Motion to adjourn at 8:54 PM by Mr. Rodriguez, seconded by Ms. Valencia.

Approved unanimously by the Committee. 4/0/0