

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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SYLMAR NEIGHBORHOOD COUNCIL MEETING OF THE EXECUTIVE COMMITTEE - MINUTES June 8, 2015, 7:03 PM – 8:49 PM El Cariso Park Community Room, 13100 Hubbard Street, Sylmar, CA

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 Ann Job called the meeting to order at 7:03 PM

2. Roll Call

Roll Call was taken by Ms. Job. Present: Ann Job, Diane Valencia, Kathy Grubert, Patricia Rau, Maria Silva

Stakeholders present: Bonnie Bernard

3. Housekeeping: Sign-In Sheets, Speaker Cards, Recording and Timekeeper

Ms. Job provided a general explanation of these items.

Ms. Silva arrived at 7:17 PM

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

Ms. Bernard raised a concern regarding the Board appearing to ignore communication from Stakeholders because of how the Board is restricted in replying outside of a meeting due to the Brown Act.

5. Discussion and possible action to approve the Minutes of the May 11, 2015 Executive Committee Meeting

MOTION (by Ms. Valencia, seconded by Ms. Job): To approve the Minutes of the May 11, 2015 Executive Committee Meeting.

MOTION PASSED unanimously by those present.

6. Discussion and possible action to approve the Minutes of the May 26, 2015 Executive Committee Meeting

MOTION (by Ms. Job, seconded by Ms. Valencia): To approve the Minutes of the May 26, 2015.

MOTION PASSED unanimously by those present.

7. Discussion and possible action relative to obtaining office space for the Sylmar Neighborhood Council.

Ms. Valencia presented the challenges around finding affordable and appropriate office space. She indicated that there had been a shared space opportunity in a State Farm office on Foothill, but this would not have afforded the SNC to have a locked and private office. Ms. Valencia also reported on an opportunity with a new church going into the Gladstone/Hubbard shopping center. After this initially sounding promising for a sub-let, the church decided that they would need the entire suite and would not be able to sublet. Ms. Valencia then explained the current opportunity for office space through TTA Appraisals and the Committee agreed that this was an excellent opportunity to pursue and

the tenant is willing to offer the space for almost free and is also willing to build out an office for us. Ms. Valencia to follow up with DONE as soon as possible to move this through the process and ready it for the Board to consider. The Committee also talked about keeping “operations” in the office and using the storage unit to store items needed for events – chairs, pop-ups, and all associated items.

8. Discussion and possible action relative to administrative work and processes for the Sylmar Neighborhood Council.

The Committee discussed utilizing temporary staff from some administrative tasks, particularly tasks which Ms. Grubert had assumed, while waiting for the City contracts to be executed with The Web Corner. The SNC had been told by DONE last year that the web services contracts would be finalized in December, 2014. They are still not completed and we are unable to move forward with our web redesign and roll-out of additional services through the new provider. As a result, Ms. Grubert has been doing the majority of the work on our calendar, email blasts, etc., which is extremely time consuming.

9. Discussion and possible action relative to parliamentary procedure, Board meeting conduct and other meeting processes

Ms. Valencia raised the issue of training for the Board. Due to recent emails, including advise from the City Attorney’s office, it is apparent that the entire Board could benefit from training, especially around communications which may be prohibited by the Brown Act. The Committee also discussed potentially hiring a Parliamentarian and thought it best to push this to the next Fiscal Year. In an effort to allow the Board to better control the meetings and finish business requiring Board action, setting limitations on speaking time per speaker and per agenda items were discussed. It was suggested that we limit Public Comment toward the beginning of the meeting and perhaps add a second opportunity later in the meeting, as time permits.

10. Discussion and possible action related to funding related items for the Special June 11, 2015 Board meeting

The Committee discussed the draft agenda in general terms, including the need to clearly explain the background on each item and that items have gone through appropriate Committee(s). Committee members also expressed a desire to be sure that only agenda items that have been discussed with the Committee, appear on the agenda.

Patricia Rau indicated her intent to resign as Treasurer at the conclusion of the fiscal year – June 30, 2015. The Committee agreed to announce this future vacancy at its June 11, 2015 meeting to allow the maximum amount of time for the Board to consider solutions. Ms. Grubert suggested looking for an Accounting student at LA Mission College. It was also suggested to look into the possibility of hiring temporary accounting staff if no one on the Board is willing to serve as Treasurer.

11. Discussion and possible action relative to the 2015/2016 Budget, Strategic Planning, Goal Setting and other items due by July 1, 2015

12. Discussion and possible action to review the draft agenda for the June 25, 2015 General Board Meeting.

No draft agenda was presented for discussion and Committee ran out of time to discuss.

13. Committee Member Comments on subject matters within the committee’s jurisdiction

None

14. Closing Remarks, Announcements, Acknowledgements, and Adjournment

Ms. Job adjourned the meeting at 8:49 PM