

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Kurt Cabrera-Miller

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SYLMAR NEIGHBORHOOD COUNCIL JOINT EXECUTIVE COMMITTEE AND SPECIAL BOARD MEETING - MINUTES October 12, 2015; 7:06 PM – 9:04 PM Church of the Foothills, 13425 Glenoaks Blvd., Sylmar, CA 91342

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 7:06 PM

2. Roll Call

Roll Call was taken by Ms. Job. Present: Ann Job, Diane Valencia, Kathy Grubert, Kurt Cabrera-Miller

Absent: Maria Silva

Stakeholders present: Amanda Bloom, Bonnie Bernard, Les Aisenman, George Ortega, Rigo Garcia, Barbara Winslow

SNC Directors Kathy Bloom, Pat Rau and Laurie Fadness were also in attendance.

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

Ms. Job explained Sign-in Sheets and Speaker Cards. Ms. Valencia will record the meeting.

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

Mr. Aisenman asked why the meeting was noticed as a “special” meeting. Ms. Job explained that the Committee realized after the posting deadline that Sylmar Park would be closed for the Columbus Day holiday. An alternate location was found, which necessitated the notice as a Special meeting.

Ms. Bernard expressed concern that the ENS link for agendas is not easily found. If the agendas can no longer be posted on a timely basis to the SNC’s website, perhaps the explanation for the ENS link on the SNC’s website can be clarified to note that agendas can be accessed there. Ms. Grubert will address this with The Web Corner.

5. Discussion and possible action to approve the Minutes of the September 15, 2015 Executive Committee Meeting

MOTION (by Ms. Valencia, seconded by Ms. Job: The Executive Committee moves to table approval of the Minutes of the September 15, 2015 Executive Committee meeting.

MOTION PASSED – unanimously by those present.

6. Statement to be read by SNC Treasurer, Kurt Cabrera-Miller.

Kurt Cabrera-Miller gave a verbal report as the newest member of the Board. His report consisted of a summary of his interactions with stakeholders, Board Members, EmpowerLA, and the community as a whole.

Mr. Cabrera-Miller provided a summary of his appointment to the Board, election as Treasurer and formation of the Budget Committee. Mr. Cabrera-Miller recalled that he has been bullied and threatened by individuals based on allegations of serial meeting and other potential Brown Act violations and received a lack of support from DONE due

to their staffing limitations. He encouraged all those present to attend future Congress of Neighborhood Councils. He also indicated his intent to resign as Treasurer, to be effective no later than the date of the November General Board meeting and will assist with searching for candidates to take over as Treasurer.

7. Discussion and possible action relative to the resignation of Kurt Cabrera-Miller.

As noted during agenda item #6, Mr. Cabrera-Miller indicated his intent to resign as Treasurer, to be effective no later than the date of the November General Board meeting, though he intends to remain on the Board. Ms. Job thanked Mr. Cabrera-Miller for his service. Ms. Valencia indicated that his resignation provides an opportunity for the Board to work together to find a solution to prevent a loss of funding or issues around payment of bills. Mr. Cabrera-Miller also explained that he had checked with DONE to ensure that the Board could take certain steps to pay certain vital payments in advance. Ms. Valencia indicated that she feels it important that the Executive Committee notify the Board of Mr. Cabrera-Miller's resignation as soon as possible. Mr. Ortega reminded those present that Chris Shows has completed required Treasurer training; Ms. Job pointed out that so has Ms. Rau.

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

Ms. Valencia indicated that DONE has had a case open for this issue since early June. Last week, she provided a copy of the template lease to the tenant with the terms and conditions previously discussed. Ms. Valencia suggests that the Committee agendaize possible approval of the space at the October General Board meeting. Once the lease is Board approved, the issue will need to go to the City Attorney, DONE, and finally, the City Council for approval.

9. Discussion and possible action relative to administrative support related to communications-related duties such as calendar and website maintenance.

Ms. Grubert explained that the Executive Committee has been waiting for DONE to complete the web services contracts for a year and a half now. DONE had initially advised Ms. Grubert that the contracts were expected to be completed by December, 2014. Ms. Grubert had agreed to provide much of the work on an interim basis, until such time that the contracts were approved. Due to a change in workload, Ms. Grubert is no longer able to perform the tasks that should be done by the webmaster (once approved). Ms. Grubert reminded those present that she had provided all Committee Chairs with instructions as to how they can update their meeting schedules on the SNC online calendar. Ms. Job suggested that Ms. Grubert could provide training for a pool of Board members so that several members can learn how to send out eblasts. Ms. Fadness asked about the services that Wendy Moore used to provide. Ms. Grubert clarified that Ms. Moore was doing away with the Trumba calendar system as well and that would not have been a service provided, even had we continued our arrangement with her.

10. Discussion and possible action relative to the formation of non-standing / Ad Hoc Committees which are not included in the SNC's Bylaws.

Ms. Valencia reiterated the need for Committee Chairs to submit a Committee Structure Form so scope, authority, timeframe, members, quorum, etc. can be clarified for the Board. She will send out a reminder to all Committee Chairs. Ms. Fadness is interested in possibly renaming her Ad Hoc Committee, which may also entail a change to its scope.

11. Discussion and possible action relative to the possible rescheduling of the November and December, 2015 General Board meetings in recognition of the holiday season.

The Committee briefly discussed that the November and December meetings would be moved up one week to the 3rd Thursday of the month, to allow sufficient time before the Thanksgiving and Christmas holidays.

12. Discussion and possible action to review the draft agenda for the October 22, 2015 General Board Meeting.

Ms. Job presented a draft agenda for discussion and the Committee discussed additional agenda items.

The Committee discussed possibly moving around community presentations in favor of Board-required action going first. It was preferred to continue to engage the community by showcasing presentations early on and to stick with the timeframes noted for each item.

Ms. Rau indicated that she would like the SNC to write a letter in support of Sunland-Tujunga Neighborhood Council and their loss of office space. LANC and VANC are working on position statements on the matter. Ms. Bernard expressed concerns with taking such a position. Ms. Job will work to obtain a copy of the position taken by LANC/VANC so that the SNC's letter can be supportive of that position.

The Committee members discussed what meeting Minutes need to be approved.

Ms. Valencia explained that it is still difficult to complete the Self Assessment because DONE has not responded to inquiries on this matter. This will be agendized and explained during the Board meeting.

Ms. Job explained the VANC event and how important it is that members of the Board attend, if possible, and support the event. This item will be agendized.

It was agreed that Peggy Courtney would present the item related to the 2nd anniversary celebration of the El Cariso Park Community Garden. Kathy Bloom will need to recuse herself from this item.

There was a general discussion around providing branded pencils to schools. The appropriate number of pencils will be re-verified so that it can be explained to the Board.

The Committee discussed the Election Stipulations Workshseet and that this item would be agendized for Board action and that an Elections Chair also needs to be chosen.

A call for a new Treasurer will be made on the agenda.

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

None

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

15. Closing Remarks, Announcements, Acknowledgements, and Adjournment

Ms. Job adjourned the meeting at 9:04 PM
