

CITY OF LOS ANGELES
CALIFORNIA

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

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SYLMAR NEIGHBORHOOD COUNCIL
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE – MINUTES
Wednesday, October 15, 2014, 7:00 p.m. – 9:24 p.m.
El Cariso Park, Community Room, 13100 Hubbard Street, 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

Ann Job called the meeting to order at 7:01 PM

2. Roll Call

Roll Call was taken by Ms. Job. All Committee members were present.

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

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

Stakeholder Attendees: George Ortega, Les Aisenman, Bonnie Bernard

Guest Attendee: William Kuzmin

4. Approval of the Minutes of the September 17, 2014 Executive Committee Meeting

MOTION (by Ann Job, seconded by Patti Rau): The Executive Committee moves to approve the Minutes from its September 17, 2014 meeting.

MOTION PASSED unanimously by those present.

Unfinished Business

5. Approval of the Minutes of the June 18, 2014 Executive Committee Meeting

Ms. Grubert requested changes to the draft Minutes. **MOTION** (by Ann Job, seconded by Patti Rau): The Executive Committee moves to postpone approval of the Minutes from its June 18, 2014 meeting, to allow for suggested revisions.

6. Approval of the Minutes of the August 20, 2014 Executive Committee Meeting

MOTION (by Ann Job, seconded by Kathy Grubert): The Executive Committee moves to approve the Minutes from its August 20, 2014 meeting.

MOTION PASSED unanimously by those present.

New Business

7. Discussion and possible action, relative to SNC General Board meetings: (15)

a. Length / timing

The Committee discussed the need to keep the Board meetings from going past 9:30 PM in recognition of our Board members, Stakeholders, and the need to vacate the meeting space timely.

b. Speakers / Presentations

The Committee discussed the need to prioritize items which require Board action – MER's, Committee appointments, etc. so as to allow sufficient time to cover those items in advance of scheduling speaker, presentations and other non-essential business.

c. Parliamentary Procedure

Ms. Valencia encouraged all members of the Committee to obtain a copy of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure book. This is the current update to the Sturgis parliamentary procedures currently noted in the SNC's Bylaws.

d. Possible reschedule / cancellation of November & December, 2014 General Board Meetings

Due to the SNC's standing Board Meetings on the 4th Thursday of each month being in conflict with Thanksgiving and Christmas, the Committee discussed moving the November and December General Board Meetings up one week to the 3rd Thursday in those months; November 20, 2014 and December 18, 2014. The December date may be a holiday gathering / meet and greet with the community, rather than a Board meeting.

- 8. Discussion and possible action** to pursue obtaining pricing for possible purchase of name / shirt badges for all SNC Board members to be used at events and meetings. (3)

The Committee discussed this and gave direction and approval for Ms. Valencia to obtain quotes / pricing for name / shirt badges.

- 9. Discussion and possible action** to pursue obtaining pricing for possible purchase of a new PA / microphone / audio system for SNC Board meetings and events. (5)

The Committee discussed this and gave direction and approval for Ms. Valencia to obtain quotes / pricing for a new PA / microphone / audio system for SNC meetings and events. Ms. Valencia will present all such options to the Board for discussion and possible action.

- 10. Discussion and possible action** relative to obtaining office / meeting space for the SNC. (5)

Ms. Valencia presented an option for a sub-lease of an interior office at a property in the shopping center at Hubbard and Gladstone.

- 11. Discussion and possible action** relative to scheduling a closed Executive Committee meeting to discuss confidential matters such as Legal, Personnel, etc. (3)

The Committee began discussion about potentially scheduling a closed session. Meeting attendee, William Kuzmin, raised concerns about the Committee's ability to have a closed session. Ms. Valencia stated that any such session would happen in accordance with recommendations / guidance from the City Attorney's office on such matters.

- 12. Discussion and possible action** relative to SNC compliance and record-keeping: Agendas, Minutes, Committee formation, etc. (10)

The Committee discussed record-keeping. Ms. Valencia stated that it is important for all Agendas, Minutes and other documents to be kept updated on our website and in the files. All records are subject to the California Public Records Act. Minutes are required by the SNC Bylaws. Ms. Valencia will review the SNC's website and will send a reminder to all Committee Chairs to submit copies of any missing documentation, including meeting Minutes.

Ms. Valencia excused herself from the meeting at 8:26 PM, upon conclusion of discussion on item #12.

- 13. Discussion and possible action** relative to setting the agenda for the October 23, 2014 General Board Meeting (65)

General discussion of the Board Meeting agenda. No draft agenda was presented for review. The Committee discussed possible agenda items, line by line, including the order of appearance and time allotted for each item. Agenda to be finalized by Noon on Thursday to ensure compliance with posting procedures.

There was much discussion regarding putting Les Aisenman's resolution opposing 'non-therapeutic uses of antibiotics in livestock production' on the agenda as written. Our City Attorney had recommended since it called for sending the resolution to our state and federal representatives, that it not be put on the agenda 'as written'; recommending instead changing it to send the resolution to only our city representatives, Mayor Garcetti and Councilmember Fuentes. Mr. Aisenman was not satisfied with this; therefore, he would not alter the wording of his item.

MOTION by Ann Job and seconded by Kathy Grubert: The Executive Committee moves to approve putting Mr. Aisenman's item regarding a resolution opposing non-therapeutic antibiotics in livestock production on the agenda.

MOTION PASSED unanimously by those present.

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

None

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

16. Closing Remarks, Announcements, Acknowledgements, and Adjournment

Ms. Job adjourned the meeting at 9:24.

Minutes written by Diane Valencia