

# 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

P.O. Box 921023, Sylmar, CA 91392-1023

Telephone: (818) 833-8737

E-mail: Board@SylmarNC.org

Website: www.SylmarNC.org

Secretary: David Levin

## SYLMAR NEIGHBORHOOD COUNCIL MEETING OF THE EXECUTIVE COMMITTEE - MINUTES

November 13, 2014, 7:00 p.m. – 8:30 p.m.

Sylmar Park Recreation Center, Computer Room, 13109 Borden Avenue, 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 7:00 PM

### 2. Roll Call

Roll Call was taken by Ms. Job. Present: Ann Job, Diane Valencia, Kathy Grubert, Patricia Rau. Not Present: Maria Silva

### 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.

### 4. Discussion and possible action to approve the Minutes of the October, 15, 2014 Executive Committee Meeting

**MOTION** (by Ms. Valencia, seconded by Ms. Rau): The Executive Committee moves to approve the Minutes of the October 15, 2014 Executive Committee meeting.

**MOTION PASSED** unanimously by those present.

### 5. Discussion and possible action to approve the Minutes of the June 18, 2014 Executive Committee Meeting.

**MOTION** (by Ms. Job, seconded by Ms. Valencia): The Executive Committee moves to approve the Minutes of the June 18, 2014 Executive Committee Meeting.

**MOTION PASSED** unanimously by those present.

### 6. Discussion and possible action relative to SNC website updates and maintenance.

**DISCUSSION:** Ms. Valencia reported to the Committee that Jeff Brill with DONE indicated that it may be sometime in late January before we can move forward with formal website maintenance agreements. Ms. Grubert will continue working with The Web Corner and we will look to only make necessary changes until such time as the SNC can move forward with a formal contract/arrangement.

### 7. Discussion and possible action relative to registering all Stakeholders currently in the SNC's database with the City's ENS (Early Notification System).

**DISCUSSION:** Committee members discussed the merits of submitting our database to ENS for notifications. Ms. Grubert expressed some concerns that Stakeholders may start receiving too much information and may be overwhelmed. The Committee will not take additional action at this time and will continue the practice of sending out weekly updates on Fridays and email blast updates for additional items, as necessary.

### 8. Discussion and possible action relative to SNC compliance and record-keeping: Agendas, Minutes, etc.

**DISCUSSION:** The Committee discussed the need for records to be kept current. Minutes are needed from all Committees. Agendas and Minutes should be relatively uniform in appearance and should include all required language. Ms. Valencia will work with Ms. Grubert to be sure that all documents are submitted for Council record-keeping and uploaded, as appropriate, to the SNC's website.

- 9. Discussion and possible action** relative to SNC compliance and record-keeping: Agendas, Minutes, etc.

**DISCUSSION:** The Committee discussed the need for records to be kept current. Minutes are needed from all Committees. Agendas and Minutes should be relatively uniform in appearance and should include all required language. Ms. Valencia will work with Ms. Grubert to be sure that all documents are submitted for Council record-keeping and uploaded, as appropriate, to the SNC's website.

- 10. Discussion and possible action** relative to setting the agenda for the November 20, 2014 General Board Meeting

**DISCUSSION:** General discussion of the November Board Meeting agenda. The Committee worked through the draft agenda line by line, and also discussed the order of items to be agendaized and time allotted for each item. Ms. Job will work continue to work on the draft agenda. Agenda to be finalized by 10:00 AM.

- 11. Committee Member Comments** on subject matters within the committee's jurisdiction

None

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

- 13. Closing Remarks, Announcements, Acknowledgements, and Adjournment**

Ms. Job adjourned the meeting at 8:26 PM