

Sunland-Tujunga Neighborhood Council
Executive Committee Meeting Minutes –Draft
Meeting date: May 29, 2019, 7:05pm
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

Called to Order: 7:05 pm by Liliana Sanchez, President

Board Member	Roll Call		Board Appointment
Liliana Sanchez	Present		President
Lydia Grant	Present		1st Vice President
Nina Royal	Present		2nd Vice President - Outreach
Sandy Capps	Present		Secretary
Cindy Cleghorn	Present		Treasurer

Others present: Glen Belt, Region 2 Representative; Pati Potter, Region 4 Representative, Marjorie Maxon, Stakeholder (for entire meeting), Luke Vella, Stakeholder (for public comment only)

Public Comments / Announcements/Committee Member Updates

Luke Vella commented that the board should make sure board members attend meetings.

Pati Potter submitted there should be an email blast to board members regarding open committees and projects needing volunteers.

President

Liliana Sanchez presented that the STNC has received an official letter from the council office that STNC has to move out of North Valley City Hall and deliver all keys to the premises by June 15. Eve Sinclair informed her that the renovations could take as long as a year and six months. Semee Park sent a detailed email to STNC board members regarding board training with the Cornerstone password. The STNC board retreat is scheduled for June 8. The STNC board retreat will be at the Sunland Tujunga public library and should last about 2 hours. The Town hall meeting on traffic issues is scheduled for June 22nd. President Sanchez is working on updating the STNC Facebook page and other social media because it is a good tool to reach people. Any post on the STNC Facebook page has to be pre-approved. Liliana Sanchez presented that STNC Committee chairs are submitting member updates. Pat Kramer may be leaving as chair of the Safe Transportation and Traffic Committee.

VP Community Improvement

Lydia Grant submitted that the last day to use the STNC credit card (for this fiscal year) is June 20. The board could make the Town Hall meeting a special joint meeting rather than an event to facilitate payment of expenses related to this meeting.

VP Outreach

Nina Royal submitted she needs a list of stakeholders who want to be on the Outreach Committee. Each region will have their own budget for outreach events. Region representatives should also attend Land Use Meetings to be aware of projects in their neighborhoods so they can do outreach. Discussion regarding outreach during 4th of July parade, items for children, decorations for the STNC parade vehicle, a banner, STNC t-shirts. Lydia noted there is a group called Red Rocket that educates children re emergency preparedness who might be interested in participating in the parade. Committee agreed to add an item on the board agenda for July 4th parade outreach expenses for up to \$1,000.

Lydia Grant submitted that the budget for this year’s National Night out will have to be higher because of new prohibitions regarding donated food and volunteer food servers.

Discussion/Action – items for June 12 Board Meeting Agenda

Motion—add STNC Board Agenda Item-- approve up to \$4,000 for National Night Out expenses.				
Yes	No	Recuse	Not Eligible	Absent
Sanchez, Grant, Royal, Capps, Cleghorn,				
5 yes, 0 no motion passed				

Motion—add STNC Board Agenda Item-- approve up to \$1,000 for July 4 th parade outreach items. motion: Liliana Sanchez second: Lydia Grant				
Yes	No	Recuse	Not Eligible	Absent
Sanchez, Grant, Royal, Capps, Cleghorn,				
5 yes, 0 no motion passed				

Treasurer

Sandy Capps presented that election expenses were under budget and have all been paid, the MER will reflect this \$8,400.04 expenditure but the MER has not been generated yet. \$1,500 of the surplus from the election budget has been reallocated to NPG expenses that were underfunded. The current budget surplus is \$10,557.59; moving expenses will probably cost \$500 or more. The STNC can roll over \$10,000 from this fiscal year over to next year. The City will notify the STNC August 1st regarding the exact amount that will be rolled over.

Secretary

Cindy Cleghorn presented the draft May 15 board meeting minutes. Lydia Grant noted that Pat Kramer has volunteered to be the substitute minute taker. Apple One has been approved by the Board as minute taker so they could also be used. Discussion on whether volunteer minute taker should be paid. 300 undeliverable emails have been removed from Constant Contact. Cindy Cleghorn announced that the Pat Brown Institute is giving Civic U class and that STNC needs to recommend one male and one female to participate in this class. This event may likely be held at Cal State LA over multiple sessions. Glen Belt is interested, but needs more details on dates, times.

Discussion / Action -- Liliana Sanchez presented that Lallah Rowe is now STNC budget representative. Regarding Rick Ramirez staying on as budget advocate, need to contact him.

Motion—add STNC Board Agenda Item-- appoint Lallah Rowe Budget Representative, Sandy Capps as alternate.				
Yes	No	Recuse	Not Eligible	Absent
Sanchez, Grant, Royal, Capps, Cleghorn,				
5 yes, 0 no motion passed				

Discussion / Action Second STNC credit card. DONE now allows two credit cards for each NC.

Motion—add STNC Board Agenda Item—approve having two STNC credit cards. Sandy Capps card holder, Liliana Sanchez alternate signer. motion: second;				
Yes	No	Recuse	Not Eligible	Absent
Sanchez, Grant, Royal, Capps, Cleghorn,				
5 yes, 0 no motion passed				

Discussion/ Action – move these items into consent approval:
Approval of Minutes, STNC badges and business cards, 4th of July outreach expenses

Final Announcements: The STNC Budget Committee is looking to hold budget committee meetings prior to the monthly Executive Committee meetings. Next Executive Committee Meeting Scheduled for June 26th 7:15 or 7:30 pm.

Meeting Adjourned at 9:07 pm

Minutes by Marjorie Maxon