

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**  
**SPECIAL MEETING OF THE EXECUTIVE COMMITTEE - MINUTES**  
**Wednesday, August 20, 2014, 7:00 p.m. – 8:49 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 (1)**

Ann Job called the meeting to order at 7:00 PM

**2. Roll Call**

Roll Call was taken by Ms. Job. 3 out of the 5 Committee members were present at the beginning of the Meeting: Ann Job, Patricia Rau, Kathy Grubert. Diane Valencia arrived at 7:12 PM. Maria Silva was absent.

**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. Approval of the Minutes of the July 16, 2014 Executive Committee Meeting**

**MOTION** (by Ms. Job, seconded by Ms. Grubert): The Executive Committee moves to approve the draft Minutes of its July 16, 2014 meeting.

**MOTION PASSED** unanimously by those present.

**Unfinished Business**

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

**MOTION** (by Ms. Job, seconded by Ms. Rau): The Executive Committee moves to postpone approval of the Minutes from its June 18, 2014 meeting.

**6. Discussion of the planning of a Board Retreat to provide SNC Board members with training and Board development**

Discussion on the Board Retreat was postponed. The intention was to discuss it after working on the agenda. However, we ran out of time. So at the close of the meeting, Ann pointed out the working document she had provided for the Executive Committee and had put on the table for stakeholders. Ann said that Mark Siegel, Cindy Cleghorn, and Linda Gravani have agreed to conduct sessions. Diane will be organizing a session on committees and all things regarding them. The Retreat will be held on Saturday, September 6th at the Culinary Arts Building at Mission College. Beginning at 9 AM and ending at 2:00 or possibly 3:00, depending on the program's demands.

**New Business**

**7. Discussion related to setting the agenda for the August 20, 2014 General Board Meeting**

General discussion of the draft agenda submitted by Ms. Grubert. The Committee Members worked through the agenda, line by line, to finalize each item, including the order of appearance and time allotted for each item. Clarification is required on a few agenda items. Agenda to be finalized by Noon on Thursday to ensure compliance with posting procedures.

During discussion, Ms. Rau Patti pointed out that the stakeholders need to be reminded that they have 2 minutes during the "Public Comments on Non-Agenda Items", but they do not have a right to speak for 2 minutes when recognized by the president to comment on agendized items.

**8. Committee Member Comments on subject matters within the Committee's jurisdiction**

None.

**9. Future Agenda Items**

Stakeholders present were encouraged to e-mail the Executive Committee at ExecutiveBoard@SylmarNC.org

**10. Closing Remarks, Announcements, Acknowledgements and Adjournment**

Ms. Job adjourned the meeting at 8:49 PM.

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Minutes written by Diane Valencia