

I have tried to capture some notes from our meeting on Friday, June 13 at C&M. This is for those who couldn't attend and to try to document our agreements. However, I didn't keep real notes so this is from my memory (going quickly). I hope everyone agrees to add his or her notes to this collection. Thanks, Elsa

- 1) Interim Board Members include all official elected members of the original STNC and the chairpersons of all standing committees (those specifically listed in our bylaws, not action or temporary committees).
  - Those who have already confirmed are:
    - Ken McAlpine
    - Marti Marshall
    - Elsa Waters
    - Cindy Cleghorn
    - Shirley Kellstrom
    - Nina Royal
    - John Waters
  - Those still pending (we will wait until Monday for their decision):
    - Nedd Brown - Mark Seigel left him a message on 6/13 pm
    - Deborah Padilla - Elsa Waters left her a message on 6/14 noon
  
- 2) It was decided that all decisions made by the Interim Board will be handled as follows:
  - A quorum is at least five members
  - All votes must be majority of the whole (4 of the current list, 5 if Nedd and/or Deborah agree to participate).
  - Committees will be established to help with getting the work done. However, it is the job of the committees to gather information and propose suggestions only. The Interim Board will make all final decisions.
  - Committees may contact outside organizations for information gathering purposes or as directed by the Interim Board.
  - At this point, the following committees will be established:
    - Elections Committee
    - Outreach Committee
    - Boundaries Committee
    - Road Show Committee
  
- 3) Elections Committee was discussed:
  - John Waters and Mark Seigel will co-chair this committee.
  - Shirley Kellstrom was felt to be a strong third person for this committee, with her parliamentarian duties.
  - Since there is an issue that people who will be running for an office in the elections might be a concern for those running the elections committee, this was discussed. Neither John nor Mark plan on running and Shirley is an obvious candidate for the Parliamentarian position, which is non-voting and non-elected. (Shirley, please confirm this)

- Other committee member names were discussed. It was determined that an email / flyer should be sent out immediately, asking for volunteers. It was also decided to wait on this until after the meeting with Amelia on Monday. This email will go out on Tuesday.
- All samples sent by Amelia were discussed briefly. John has already started reviewing this material and will be working this weekend on preparing material for Monday's meeting.
- Some areas to pay attention to were mentioned by Ken and others. However, the details will be worked by John and Mark and brought back to the larger group.

#### 4) Schedule

- Elsa is working on a Master Calendar for the Interim Board. She asked everyone to help add items to this master list.
- It was suggested that this calendar be added to the Web Site as soon as possible.
- Ken suggested each Committee keep track of their own calendar items and make sure they are included in the Master list.

#### 5) Meetings for Interim Board

- It was decided that this group should meet at least every two weeks until elections are over and the elected officers are ready to step in.
- It was also decided that we would utilize the existing Agenda Meeting schedule to have some of these meetings.
- Tentative schedule includes
  - June 13 – First Meeting
  - June 16 – 6:30 till 8:30, meet w/DONE (C&M)
  - June 28 – Agenda Meeting @ 5:00 at Muni Bldg.
  - July 11 – 6:30 till 8:30 (C&M)
  - July 25 – 6:30 till 8:30 (C&M)
  - August 2 – Agenda Meeting @ 5:00 at Muni Bldg.
  - August 15 – 6:30 till 8:30 (C&M)
  - August 30 – Agenda Meeting @ 5:00 at Muni Bldg.
  - September 12 – 6:30 till 8:30 (C&M)
  - October 3 – 6:30 till 8:30 (C&M) – Final Interim Board Meeting with elected officers

#### 6) Outreach Issues

- Marti is planning on having an Outreach meeting on June 19. We believe this will focus on the Block Captain / Neighborhood Watch efforts. Jennifer Bell is a tentative lead for this effort but must be confirmed by Marti at our next meeting.
- Road Show efforts – Elsa and Mark agreed to co-chair this effort. They will put together an initial plan and present to the group by the next Interim Board Meeting.

- Armenian Outreach – This appears to be in good hands with Vic Aghakhanian but should be confirmed with him again soon.
- Hispanic Outreach – Since Marti was not at this meeting, this could not be addressed tonight. However, this is obviously a critical issue that must be dealt with soon. Someone must be identified to lead this effort before election plans move forward. This should be discussed again at Monday’s meeting.

7) Posters, Flyers, Advertising

- Cindy brought this issue up. She wanted some guidance about how to prepare agendas, flyers, etc. She was given the go-ahead to move forward with preparing some samples.
- Business Cards were also mentioned. Cindy has prepared a sample that everyone liked. As long as no official titles were put on here, it was decided that these would help during this interim period.
- Local Newspaper – It is clear that we need to find someone who can be the contact with the local paper (Foothill Sentinel) and other papers (Daily News and LA Times) to help with advertising our efforts. The Outreach committee should handle this. Cindy got the okay to place a small ad in the Sentinel for our next meeting.

8) Boundary Issue

- It was decided that Nina should take the lead in gathering information about this issue. She will contact Lloyd Hitt to see if he would agree to co-chair this effort with her.
- She will contact the STC to get their help on this effort, since they have already done information gathering. In particular, Gene and Sheri Smith are possible sources of information.
- This group has the charter of gathering information and presenting findings to the Interim Board.
- It is very important that the STNC approach the Foothill Trails District Neighborhood Council as partners in this venture, since there were agreements between the two groups to share this land. The issue is with BONC and DONE, not FTDNC.
- The three areas that need to be addressed include:
  - The Golf Course, which is privately owned but public access land
  - The Wash, which is going to the Santa Monica Conservancy. It is unclear if this is considered publicly or privately owned, but it is public access land.
  - The hills around the Riverwood Ranch area, which appears to be privately owned and private access land.