

Sunland-Tujunga Neighborhood Council
Interim Board Meeting Minutes on Saturday, October 10, 2003

The meeting was held at C&M Printing and started at 6:35p.m.

- Attendees included the following Board Members – Ken McAlpine, Marti Marshall, Cindy Cleghorn, John Waters, Elsa Waters and Shirley Kellstrom.
- Absent from the meeting were the following Board Members – Nina Royal
- Additional attendees – Ed Rock, Mark Seigel

Agenda:

- Call to Order and Roll Call – Ken McAlpine
- Approval of Minutes – Elsa Waters
 - The minutes from September 20 were not available so they will be approved at the next meeting.
- Election Procedures Committee Report – John Waters / Mark Seigel
 - There was concern expressed about whether the League of Women Voters were appropriate as administrators for our election. They don't bring volunteers and appear to have some concerns with our format.
 - More discussion followed about what an excellent job the National Association of Latino Elected & Appointed Officials (Naleo) had done at the SVANC elections (separate notes on this election are available upon request). It was felt that we should pursue obtaining Naleo to administer the election. – Mark is going to discuss this with Amelia on Tuesday.
 - It is important to get the flyer ready for release as soon as we get the approvals from DONE to do so. One key factor is to get it translated. – Cindy and Elsa will work on this.
 - Another factor that needs addressing is to find someone who will act as our advocate in the arbitrator role. The group felt it might be appropriate to look to Valley Alliance for this role. Cindy will email representatives of this organization for their assistance.
 - There was serious concern expressed about whether we can really still meet the election date now established. Elsa volunteered to work with the calendar sent by Amelia and bring it to the meeting next Wednesday with DONE. Some time should be spent directly addressing all elements of this calendar to make sure that both sides can and will commit to meeting the dates established.
 - The next Election Committee meeting will be on Wednesday evening, 10/15/03. A list of items was created specifically to address immediate election concerns.
 - The STNC funds are almost gone, per the Treasurer's report at the last STNC Meeting. We discussed that Cindy would work to prepare flyers well in advance so that DONE can help with the printing and mailing. Other possibilities were discussed.
- Outreach Meeting –
 - The Foothill Sentinel is looking for someone to be the reporter focused on the STNC activities. Shirley suggested approaching Lloyd Hitt and asking him to ask as the correspondent for the Foothill Sentinel, since he is already a writer for that paper.

- Marti explained that the Outreach Committee couldn't really move forward with many of their planned activities until the date of election is confirmed.
- Marti brought a sample of the new STNC Newsletter – She is moving forward quickly and asks everyone to send her any items that should be included.
- Cindy announced the Neighborhood Council Forum with Wendy Greuel's office on October 25. Everyone should confirm their attendance as soon as possible.
- Cindy also announced the Neighborhood Council Congress on November 1. Again, everyone is encouraged to confirm their attendance as soon as possible. This is also open to everyone in the community, not just the Board. That led, briefly, to a discussion about sending email updates out to the community. Some different views were expressed – there is obviously a fine balance between keeping the community informed and overwhelming them with information.
- Cindy mentioned that the December 10th meeting could not be held in the Multipurpose room at Mt. Gleason. It was decided that the meeting date shouldn't change and Ed Rock will work to find another location. Some possible locations were mentioned. Mark mentioned that maybe we should just go with a smaller venue, like the Mt. Gleason library. However, since this will be right around our elections (we hope) and Wendy Greuel is planning to come to the meeting, it was generally felt that this meeting would probably not be a smaller crowd and to go for a larger venue.
- Cindy mentioned that the problem of the lights going off was pretty much resolved because our new contract to use Mt. Gleason with LAUSD will extend the cut-off time to 10:30. Cindy confirmed with Amelia that DONE will cover the Mt. Gleason overtime cost.
- The November meetings were discussed. Elsa will work with Ed to find a location for the special meeting with Whitebird. This meeting should be one week before or one week after the regular meeting. She is also working to confirm the attendance of the Congressman at the regular meeting. It is 98% confirmed and will only fall through if Congress doesn't recess as expected on 10/31. The plan is to allow 10-15 minutes for Wendy Greuel to introduce him, and for him to speak. There should be 30-45 minutes of questions and answers in a townhall format. Any standard business will be discussed after he is done. Elsa will contact all committees to let them know that reports will be written only, unless there is a real emergency issue that must be dealt with. Finally, no other program items will be accepted. This meeting must be advertised strongly to get a large turnout.
- The next topic was a discussion about ways to keep the monthly STNC meeting running smoothly. A few ideas include:
 - Having someone act as an official timer (maybe Shirley can bring her stopwatch and try to advise when someone goes well over their time limit. The decision to cut them off should come from the Chair, since topics of general interest might require a little more time.
 - Having a podium for speakers, located closer to the Chair, would help give him or her access to the speaker if they need to be interrupted.
 - Since it is very disruptive if announcements come from all over the room and it is hard for everyone to try to communicate with the Chair, all

announcements should either be given to the Chair in advance of the meeting or passed to the Recording Secretary, who will be the only one to communicate with and interrupt the Chair.

- There was discussion about having Open Forum at designated times throughout the meeting – to give all an opportunity and not only those willing to wait until the end of the meeting. This idea was not unanimously accepted so further discussion will need to occur.
 - Another consideration is to have all first timers to the STNC meetings line up to introduce themselves. This will save time while microphones are passed around.
 - The recording secretary will come up with standard directions to give to all presenters at future STNC meetings – both Program presenters and Open Forum presenters. These directions should be given to each speaker before the meeting and again at the start of the meeting, to ensure that they clearly understand what is expected of them and how the process will work.
 - All future speakers should be contacted directly by the Recording Secretary or her alternate to make sure that these guidelines will be clearly relayed to them.
- Public Comment Period
 - Cindy discussed the apparent vandalism that occurred at the last meeting – one sign was damaged and one sandwich board is still missing. It will cost \$150 to replace the sign. It was decided that future boards should be locked down. (Secretaries note – the sign was found by Ed Rock after this meeting – Thanks, Ed)
 - Ed Rock discussed the Code Watch program. This is an organization where someone in the community goes around noting and reporting on code violations, both business and residential. Representatives of the organization will be invited to come talk to us to explain the process. Someone within the community volunteers to do the job and the STNC board can recommend potential candidates. A key part of the success of this program is that no one else knows who the person is. They make all reports direct to representatives at the City, not the STNC. It was decided that we have a combined IBM/DAC meeting for this presentation and Ed would work to set this meeting up as soon as possible.
 - Adjournment – The meeting was adjourned at 8:20p.m.