

Sunland Tujunga Neighborhood Council

Outreach Committee Minutes

July 17, 2025, 7:00 PM

Draft

This meeting is being held by the Sunland-Tujunga Neighborhood Council using teleconferencing pursuant to Government Code Section 54953.8(a)(2)(B).

1. WELCOMING REMARKS

- A. **Call to Order**, 7:07pm
- B. **Roll Call**. Karen Moran, Recording Secretary. Present – Karen Moran, Melissa Sagastume, Leny Freeman, Sherry McCoy, Dante Calvo. MC (Member of the Community) – Cindy Cleghorn, Sylvia Martinez, Lydia Grant.
- C. **Chairperson's Report**. At this time Ross Herman has withdrawn from STNC. Cindy Cleghorn, STNC Corresponding Secretary, provided the lead role for conducting the Outreach meeting.
- D. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS** - none
- E. **ADMINISTRATIVE ITEMS** (Discussion and Possible Action). Comments by Cindy.
 - 1. Review and Adoption of Outstanding Minutes. Lydia showed where the documents are on the STN.org website. Minutes for May, June and July will be approved at the next meeting of Outreach.
 - 2. Review who is on the Outreach committee. Cindy reviewed who should be on the Outreach Committee, including one Rep from each Region. There can be up to 15 members.
 - 3. Review if any outstanding payments are still owed due to fiscal year change. There are some re-occurring payments (e.g. Constant Contact, Storage). There is a new Treasurer (Barry Glover).
 - 4. Review outreach swag and items needing update/replacement/new items - (*i.e.* totes, beach balls, brochures, etc.). This item has been on the agenda for some time; decisions will be items and quantities. Then it goes to the Budget Committee for approval. Dante mentioned he has 4th of July items and will work with Leny to get them back to storage. Melissa asked if we are allowed to accept donations from companies. Cindy said that we are not allowed to accept donations in general. Lydia suggested talking off-line because there are a number of City rules if a company wants to donate/sponsor.
- F. **OLD BUSINESS** (Discussion and Possible Action)
 - A. National Night Out (NNO).
 - 1) STNC Table

2) Set Up / Clean Up

Cindy gave an update about NNO. We have permission to close off part of a street. Lydia reminded that it is from 6-9pm but set up starts at 3:30pm-4pm and volunteers are encouraged to help out. Lydia will work on a location map for our table and other tables. Lydia will talk to Karen about purchasing items to support craft(s) offered. We may generate a sign-up sheet to give out individual tasks and make sure everything is covered. Cindy said the set up time is key; Nina will “direct the traffic” but is limited in what she can do physically. Leny is helping with ads and banners; most banners are up at this time. Lydia has 1-2 barbeques, and others may have barbeques if we cannot get them (on-loan) as we have in the past.

B. Recruitment of New Committee Members. On-going. In particular, if anyone is interested in heading Outreach, let Cindy know.

G. NEW BUSINESS – Comments from Cindy, with additional inputs from Leny, Lydia, Sherry.

1. Land Use Committee Outreach - Door Hangers / Flyers - recommend budget. Need to make neighbors aware of some new projects that might impact them.
2. McGroarty events. Events are coming up this summer. STNC might have a table at some of these events.
3. Bolton Hall & VH Cemetery events. Events are coming up this summer. STNC might have a table at some of these events.
4. Reaching out to ST Businesses - “Small Business Bazaar”. Ross had been working on this event; to be held at NVCH. If this event is going to go forward, we need volunteers.
5. Volunteer Thank You event
6. Who’s Doing What on the Outreach Committee or ? No votes were taken or positions finalized. Cindy provided an over-view of each item.
 - a) Website: stnc.org Responsible for maintaining the calendar. Possible Motion: The Outreach Committee recommends appointing _____ as its Website Coordinator. *Cindy is looking for volunteers to help. Cindy can help guide where information is on the website.*
 - b) STNC Newsletter Coordinator - Responsible for distributing information via Constant Contact. Deadline each _____ (week / month). Deadline or location for content. Expanding, submissions, user increases, statistics, new sign ups, etc. *Lydia said that Dante was going to be working with Ross on the newsletter; Cindy can assist Dante in getting information*
 - c) Social Media Coordinator(s). Responsible for posting on the various STNC Social Media Accounts & reporting statistics. Possible Motion: The Outreach Committee recommends appointing _____ as Social Media Coordinator. More STNC social media presence. *Sherry is helping on some media; Melissa can help also. Sherry and Melissa can determine who help out with which media. Dante offered to help out with graphics.*
 - d) Committee Secretary. Possible Motion: The Outreach Committee recommends appointing _____ as Secretary. *Karen does the minutes (for*

Board, General and Executive, and for the Outreach and LUC Committees) and would appreciate a back-up if she is not available.

- e) Storage - it is understood that Leny Freeman, Region 1 rep, is our contact for storage access and items. Please schedule with him your needs. *Cindy described the storage space and discussed accessing it. Lydia said that it might be possible to store something (on a temporary basis) at Cindy's shop.*
- f) STNC Phone is 818-951-7411
- g) STNC (snail mail) is P.O. Box 635, Tujunga
- h) Volunteers for Upcoming STNC Events/Projects. If anyone has an interest in future events, let Cindy know.

7. Future Opportunities Aug/Sept/Oct/Nov/Dec Upcoming Events. Comments from Cindy; volunteers encouraged to get involved. The Chair sets the Outreach Agenda; comments at this (and other) meetings are welcomed.

- a) Bi-monthly Big Tujunga Canyon cleanup collaboration with CD7, STAT & Beautification Committees.
- b) Other Outreach Opportunities Volunteers.

8. Discussion/ Possible Action: Region Rep Updates / Filling Board Vacancy. Cindy said we have the second VP position open now; the treasurer position is now filled. A Region 2 rep is vacant. If anyone wants to get involved, or knows or someone who might be a good fit, let Cindy know.

9. Requests for possible future agenda items.

10. Next Outreach Meeting: Thursday, August 14, 2025 at 6:30 PM on Zoom. Usually the third Thursday but this can be changed. Lydia expressed gratitude for new members participation and said she was available if anyone needed help or had questions.

11. ADJOURN, 7:53pm.