

**Sunland-Tujunga Neighborhood Council**  
**Special Board Meeting and Board Installation Minutes –Draft**  
**Meeting date: May 15, 2019, 7:00pm**  
**Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042**

**Called to Order:** 7:15 pm by Semee Park, Director of Neighborhood Council Operations, Department of Neighborhood Empowerment.

**Item 1: Welcoming Remarks:**

Semee Park, Director of Neighborhood Council Operations, Department of Neighborhood Empowerment—Welcome to all board members. Director Park explains to audience that it is necessary to fill out a speaker card and give it to Lydia Grant. No audience discussions or interruptions during meeting. Violators are subject to removal per California Penal Code Section 403 and city ordinances.

**Recognition of outgoing board – Dana Stangel**

Gives parting words as Board President – many activists in community with powerful opinions and words, need to get along as a community, need to decide most productive way to use our time and energy, need to stop trying to break each other down, united we stand, divided we fall. Was a pleasure to serve as Animal Issues Representative, as Vice President, and as President of this Neighborhood Council. Learned so much about how the community works and how the City works. Meeting so many community members, a wonderful team of volunteers, and feeling of making a difference was inspiring.

Presentation of Certificates of Appreciation to outgoing board by Theresa Lamb Simpson, representative of U.S. Congressman Adam Schiff; Arturo Garcia, representative of California Assemblywoman Luz Rivas, (for both former and newly elected Board members); Jarrod DeGonia, representative of County Supervisor Kathryn Barger. Dana Stangel also gave her Certificates of Appreciation to the former Board Members as well as Committee Chairs and other community stakeholders and groups including: former STNC Executive Board, Jon von Gunten, Yvonne Johnson, Roger Klemm, Joie Day Hancock, Rick Ramirez as Budget Advocate, Roger Swart and organizations: Armenian National Committee of America (ANCA), Making It Happen – Patty Colvin, Sunland Tujunga Rotary accepted by Mark Seigel, McGroarty Arts Center accepted by Dawn Jenkins, Little Landers Historical Society accepted by Sheri Smith.

**Item 2: Seating of New Neighborhood Council Board; members sworn:**

Liliana Sanchez  
Lydia Grant  
Nina Royal  
Sandy Capps  
Cindy Cleghorn  
Lallah Rowe  
Vartan Keshish  
Ana Orudyan

Glen Belt  
Arsen Karamians  
Oscar Alvarez  
Rafi Shaheenian  
Carol Hutchinson  
Pati Potter  
Arnie Abramyan (absent)

Paul Armbruster (absent)  
John Clausen  
Garbis Khanjian  
Jora Mehrabi  
Hovik Tadevosyan (absent)  
Jon von Gunten

Oath of office administered to all members present by Jarrod DeGonia, Sr. Deputy for Los Angeles County Supervisor Kathryn Barger.

**Item 3: Elected Official and Community Rep Announcements:** Theresa Lamb Simpson, representative of U.S. Congressman Adam Schiff—she is happy to work with all the new Board members and will meet with them at any time

Arturo Garcia, representative for California Assemblywoman Luz Rivas – the Assemblywoman has two upcoming events: 1) Senior Scam Stopper seminar, Friday May 17<sup>th</sup> 9:30 am to 12:30 pm, Mission Division Police Station, Mission Hills 2) Family STEM series, Sat. May 25 9:30am to noon at Valley Plaza Library, North Hollywood. The Assembly woman can also help with any questions about the Department of Motor Vehicles Real ID program. Arturo brought flyers on these subjects available on the back table.

Jarrod DeGonia, Senior Deputy for Los Angeles County Supervisor Kathryn Barger – 1)thank you to all who attended the May 4<sup>th</sup> Town Hall Meeting with State Senator Anthony Portantino and Supervisor Kathryn Barger; 2) there will be a Sunland Tujunga homeless connect breakfast event tomorrow at North Valley City Hall; 3) Regarding Camp Louis Roth –

LA County Public Works is studying the costs of demolition and rehabilitation of the site which should take a month or so. After the cost estimate is in, Supervisor Barger's office will do outreach to find out what the community wants for the site. Dana Stangel noted that she would love to have the camp used for wildlife. Representative DeGonia responded the County will retain for a non-profit. Amelia Anderson noted that the site would be good for a youth camp or for homeless housing. Representative DeGonia responded that many organizations have expressed interest. First the costs need to be assessed and it will be a long process. Lydia Grant inquired about the new recapture health center at Olive View Medical Center that was presented at the Sylmar NC. Representative DeGonia responded that this would be a place for patients who have stabilized after going to the urgent care mental health unit at Olive View. He does not think the Sylmar NC has taken a position on the recapture health center yet. Jarrod will be happy to schedule a presentation for STNC with the hospital representatives.

No representative from Council District 7 present.

**Item 4 (a): Public Comments**

Amelia Anderson -- Sunland Tujunga homeless connect breakfast event tomorrow at North Valley City Hall, volunteers should come by 8:00am; other attendees should come at 10:00am. LA Family Housing is no longer located in North Valley City Hall, the LAHOP website can help locate assistance.

Nayri Vartanian YMCA -- The Y is having a Safe Swimmers program this summer at Tierra Del Sol. Registration starts May 20<sup>th</sup>, the first sessions begin June 10<sup>th</sup>.

**Item 4 (b) : Event Announcements**

Dawn Jenkins, McGroarty Arts Center – 16<sup>th</sup> Annual Ceramics Exhibition June 8-28, Opening reception on Saturday June 8, 6:00-9:00pm

Sheri Smith, Little Landers Historical Society / Bolton Hall next Second Saturday event on June 8, 2019 at 1:00pm will be Legends of the Hollywood Forever Cemetery. There will be no Second Saturday events in July and August because Bolton Hall does not have air conditioning.

**Item 5: Discussion / Possible Action – Appoint ad-hoc Moving Committee .**

Sandy Capps presented that the STNC has to be out of its current office space at North Valley City Hall by June 15<sup>th</sup>. She volunteers to be the chair of this committee.

Cindy Cleghorn presented that it may not be cost effective to keep and move the copier. Deadline for Moving Committee to report at 5/29 Executive Committee meeting and approval at a special board meeting to be scheduled prior to or at the June 12 STNC board meeting. Report to include the following possible options / information:

- Cost to move all items to a storage unit or office space.
- Provide estimates for monthly storage cost and contract requirements w/DONE; access should be easy such as drive up, load and unload.
- No more office option
- Return copier option
- Keep copier option, cost and schedule to move (last two times \$265 approx to move copier)
- PO Box for Mail option
- 24 hour posting location stays at NVCH option, confirm in writing with CD7
- Change 24 hour posting location option
- Monthly meetings at school, church, lodge meeting room, Sunland Rec Center or Senior Center – include contacts, costs if any, access
- Region Reps to report back with possible Monthly meetings in their region
- Where will committees hold meetings ?
- Provide estimates for monthly office cost and contract requirements w/DONE. Access should be easy and open. Office can be used for committee meetings
- Office will be new mailing address

Several board and stakeholders volunteered to be on the Moving Committee:

Sandy Capps	Mark Seigel	Claudia Akin	Arsen Karamians
Pati Potter	Ana Orudyan	Glen Belt	Rafi Shaheenian

Discussion regarding having 6 board members on this ad hoc moving committee. Semee Park notes that bylaws provide that since a quorum is 11, it is better to have no more than 5 Board members. If more want to attend that is fine but they shouldn't speak or participate. If you agendize the meeting as a joint board and committee meeting then it is okay for more Board members to attend and participate.

Cindy Cleghorn asked if the STNC has received written notice from Council District 7 regarding the STNC's need to move from North Valley City Hall. Liliana Sanchez suggested that Region Representatives explore their areas for possible meeting places. John von Gunten suggested that CD 7 be approached for possible funding to help offset relocation expenses. David DeMulle asked how long the remodel of North valley city hall might take and noted the STNC might be able to rent his old space at 7125 Foothill. Pat Kramer said she heard the remodel might take a year. Sandy Capps noted that the Sunland Rec Center is free to use.

<b>Motion – to appoint ad-hoc Moving Committee to provide, for board approval, a plan and costs to move office and meetings from North Valley City Hall, Includes finding new location, copier, STNC equipment and supplies, mailing address, 24 hour agenda posting location.</b>				
Motion: Sandy Capps, Second: Cindy Cleghorn				
Yes	No	Recuse	Ineligible	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Orudyan, Belt, Karamians, Alvarez, Shaheenian, Hutchinson, Potter, Clausen, Mehrabi, Khanjian, Gunten	None	None	None	Abramyan, Armbruster, Tadevosyan
18 yes, 3 absent, motion passed.				

<b>Motion —to approve members of ad hoc moving committee: Sandy Capps, Mark Seigel, Claudia Akin, Arsen Karamians, Pati Potter, Ana Orudyan, Glen Belt, Rafi Shaheenian with meetings being held as Joint Board &amp; Committee meetings.</b>				
Motion: Cindy Cleghorn, Second: Glen Belt				
Yes	No	Recuse	Ineligible	Absent
Sanchez, Grant, Royal, Capps, Cleghorn, Rowe, Keshish, Orudyan, Belt, Karamians, Alvarez, Shaheenian, Hutchinson, Potter, Clausen, Khanjian, Mehrabi, von Gunten		None		Abramyan, Armbruster, Tadevosyan
18 yes, 3 absent, motion passed.				

**Item 6: Designation of Bank Card Holder and Second Signatory**

Sandy Capps states she would like to be the card holder so she doesn't have to chase receipts and can make prompt payments. Oscar Alvarez thinks the Treasurer should handle the credit card.

Lydia Grant does not think it is a good idea to have the same person in charge of both the checking and credit card because if something happens to that person the STNC can't access funds. Cindy Cleghorn has the same concern about funds being frozen. Lallah Rowe agrees there should be two different people.

Semee Park notes who holds the credit card varies by NC, no set policy. Audience member Brian Allen, Treasurer of the Granada Hills North NC says he is their Treasurer and credit card holder. Jon von Gunten suggests an alternate signer on the card. Mr. Allen notes only the card user can use the card, whether in person or for online purchases. Semee Park noted that board members who have not taken their board training yet are not eligible to vote.

*The main motion had two amendments. The second amendment was voted first and the first amendment was voted next. The vote on the original motion as amended was then taken and the results of each vote are shown as follows:*

<b>Motion – Original Motion as Amended, Designation of Liliana Sanchez Bank Card Holder, Cindy Cleghorn second signatory.</b>				
Original Motion Cindy Cleghorn, Second Carol Hutchinson. Roll Call vote / BAC Signed				
Yes	No	Recuse	Ineligible	Absent
Sanchez, Grant, Cleghorn, Rowe, Keshish, Karamians, Hutchinson, Potter, Gunten	Capps, Orudyan, Alvarez, Clausen, Khanjian	None	Royal, Belt, Shaheenian, Mehrabi	Abramyan, Armbruster, Tadevosyan
Vote: 9 yes, 5 no, 4 ineligible, 3 absent, original motion as amended passed.				

<b>Motion – First Amendment - Liliana Sanchez Bank Card Holder, Cindy Cleghorn second signatory. First Amendment</b> Cindy Cleghorn, Second Lydia Grant. Roll Call vote / BAC Signed				
Yes	No	Recuse	Ineligible	Absent
Sanchez, Grant, Cleghorn, Rowe, Keshish, Karamians, Hutchinson, Potter, Gunten	Capps, Orudyan, Alvarez, Clausen, Khanjian	None	Royal, Belt, Shaheenian, Mehrabi	Abramyan, Armbruster, Tadevosyan
Second Vote: 9 yes, 5 no, 4 ineligible, 3 absent, amendment passed. Voting on the original motion as amended was then taken.				

<b>Motion – Second Amendment - Sandy Capps Bank Card Holder, Cindy Cleghorn second signatory.</b>				
Second Amendment: Ana Orudyan Second: Pati Potter. Roll Call vote / BAC Signed				
Yes	No	Recuse	Ineligible	Absent
Capps, Orudyan, Karamians, Potter, Clausen, Khanjian, Royal, von Gunten	Sanchez, Grant, Cleghorn, Rowe, Keshish, Hutchinson	None	Belt, Shaheenian, Mehrabi	Abramyan, Armbruster, Tadevosyan
First Vote: 7 yes, 7 no, 3 ineligible, 3 absent, amendment failed.				

**Item 7: Neighborhood Council General Board Orientation—Semeer Park**

Since meeting is running long, can share 10 Things for Board Members to Know and Monthly Profile Reports electronically or at a board member retreat. Board member ethics training is good for two years.

**Item 8: Discussion / Possible Action to Appoint Community Impact Statement Submitters**

Postponed to next month’s meeting at suggestion of Secretary Cleghorn due to meeting length, no discussion or vote.

**Item 9 : Administrative Items**

**9(a) Meeting Minutes**

<b>Motion: approve minutes of April 10, 2019 STNC Board Meeting</b>				
Motion: Liliana Sanchez, Second Lydia Grant				
Yes	No	Recuse	Ineligible	Absent
Sanchez, Grant, Capps, Clausen, Cleghorn, Rowe, Keshish, Orudyan, Karamians, Alvarez, Khanjian, Hutchinson, Potter, von Gunten		None	Royal, Belt, Shaheenian, Mehrabi,	Abramyan, Armbruster, Tadevosyan
14 yes, 4 not eligible, 3 absent, motion passed				

**Item 9 (b): Review/ approve April 2019 MER**

Discussion – Sandy Capps gives a brief explanation of Monthly Expenditure Report (MER). Lydia Grant wants to postpone to make sure categories for election expenses are correct. Lallah Rowe wants more time to review and understand figures since she just received packet. Carol Hutch thinks the election budget is an issue. Audience member Claudia Akins is concerned that this might cause delays next month, there was a Budget Committee Meeting last night where the MER was reviewed. Lydia Grant is concerned that City Clerk will reject election expenses if they are not entered in proper categories per policy.

<b>Motion: Postpone adoption of April Monthly Expenditure Report (MER) until next meeting.</b>				
Motion: Lydia Grant; Second: Lallah Rowe				
Yes	No	Recuse	Ineligible	Absent
Sanchez, Grant, Cleghorn, Rowe, Keshish, Karamians, Hutchinson, von Gunten	Capps, Orudyan, Alvarez, Potter, Clausen, Khanjian	None	Royal, Belt, Shaheenian, Mehrabi	Abramyan, Armbruster, Tadevosyan
8 yes, 6 no, 4 ineligible, 3 absent, motion passed				

**Item 9 (c): Discussion possible action to amend Constant Contact previous board approval from \$70 to 95 Monthly**

Discussion: Sandy Capps noticed this increase on last month’s credit card bill. 368 emails were added which put the account into second tier charges, which allows for up to 5,000 emails. We now have approximately 2, 868 emails in the system.

<b>Motion: Amend previous board approval of Constant Contact from \$70 to \$95 Monthly</b>				
Motion: Lydia Grant; Second: Pati Potter. Roll call vote / BAC signed				
Yes	No	Recuse	Not Eligible	Absent
Sanchez, Grant, Capps, Cleghorn, Rowe, Keshish, Orudyan, Karamians, Alvarez, Hutchinson, Potter, Clausen, Khanjian, Gunten	None	None	Royal, Belt, Shaheenian, Mehrabi,	Abramyan, Armbruster, Tadevosyan
14 yes, 4 ineligible, 3 absent, motion passed				

**Item 9 (d): Discussion possible action to update the STNC Board Roster to submit to DONE and STNC website**

Postponed to next month’s meeting at suggestion of Secretary Cleghorn due to meeting length, no discussion or vote.

**Item 9 (e): Discussion possible action to review the Administrative Packet**

Postponed to next month’s meeting at suggestion of Secretary Cleghorn due to meeting length, no discussion or vote.

**Item 9 (f): Discussion possible action up to \$400 to cover cost of new board business cards, name badges, name plates.**

Postponed to next month’s meeting at suggestion of Secretary Cleghorn due to meeting length, no discussion or vote.

**Item 10: Final Announcements – updates regarding STNC Committees**

Cindy Cleghorn – All committees will be coming to the board. Request that all committees hold meetings to identify their committee members, purpose and when they meet. Meeting agendas and minutes should be included.

Nina Royal, VP Outreach -- The Outreach Committee will meet on May 21<sup>st</sup> after neighborhood watch meeting. There are many items on the agenda. All are invited to attend.

Pati Potter, Land Use Committee – The meeting of the City Planning Commission regarding the proposed development of the former Verdugo Hills Golf course is on May 23<sup>rd</sup>. You can still send emails regarding this to the Commission until May 20<sup>th</sup>.

Carol Hutch – Requests State Assembly Bill 516 on next board agenda. This bill would eliminate the authority to tow and impound vehicles parked on the street for violation of 3 day parking rules, expired tags is under discussion in the state legislature. Email your representative regarding your views. John von Gunten noted it has already passed the State Assembly so you should only email State Senator Portantio.

**Item 11: Closing Comments by President Liliana Sanchez, Acknowledgements and Adjournment**

Thanks to outgoing Board members and newly elected Board members. Vows to uphold STNC bylaws and conduct council business in a professional manner. We don't have to be best friends but we need to keep our focus on the big prize: betterment of the community. From my campaign and talking to local residents I heard that these three issues were of most concern: Homeless issues, Traffic and Crime. We will look to the solutions that government can provide. Traffic issues need to be addressed and this will be my first focus. Committees need to keep minutes, have sign in sheets, write community impact statements and submit them to the STNC Executive Committee two weeks before regular board meetings. Intends to attend the meetings of the group representatives so they can work together with the neighborhood council.

All board members present stayed for entire meeting, no late arrivals and no early departures.

Adjourn at 9:35 pm

Minutes by Marjorie Maxon

DRAFT