

June 5, 2014 meeting minutes CANNDU

6pm meeting start pledge of allegiance

6:01 pm Roll call

Ortho Scott – present

Esther Glaze – present

Dinah Dominguez – present

Cheny Dominguez – not present

Stephanie Campbell – present

Josue Cruz – present

Damond Johnson – not Present

Luis Fuentes – Not Present

Jose Alvarenga – Present

6:02 pm Review minutes from both 5/1 and 5/22

Luis Fuentes present

- Dr. Scott's number going on the agenda

6:05 pm 5/1/14 minutes

Getting individual copies of the liquor license opposition letter for all board members

6:13 pm

- Review 5/1/14, 7:18 pm → 50 thousand per year, rolled over 150,000
- NC rolled over funds up to 100 thousand plus the 50 thousand
- 2008/9 → city swept up these funds mid year, unclaimed NC funds went back to general fund

6:18 pm Stephanie Campbell – Motion to approve the minutes

- Dinah Dominguez seconded, all in favor

6:18 pm May 22 agenda should not have had Luis Fuentes as treasurer

- This agenda was correct, once election results were announced Luis Fuentes took his place as the treasurer

6:22 pm Treasurer's Report

- Finished all training

- Reach out to Tanida for extra help & Ms. Yama
- Will attend June 18 training in person
- June 31 fiscal budget due
- 1<sup>st</sup> of the month is an agenda meeting
- Stefanie Campbell – requests Luis Fuentes turn in a resume and stand up in front of the community and give a statement
- Tanida Larios stresses this is not a requirement it is a suggestion

6:28 pm Election procedures for city NC dept. of empowerment overlay individual NC by-laws

6:29 pm This is a request from Stephanie Campbell not a requirement (one board member to another)

- No one requires to come to board/meetings before they run
- Clarify standing rules and have everyone follow the same rules

6:31 pm text received, Damond Johnson will not be present

- For the record, want the budget discussion on the board meeting
- No posting for a second meeting today, only one meeting and one agenda today

6:34 pm Elected officials

- Tanida Larios
- June 18 CD 9 office training
- Need better attendance in SE area
- Baldwin Hills Library, free class on business strategic planning, 6-7pm 1<sup>st</sup> Tuesday of every month, will send out flier – dinner is provided

6:38 pm Curren Price → will he be at 5/26 meeting

- Dr. Scott talked to Jackie Martinez, Price's scheduler
- Stephanie Campbell – spoke to Ms. Martinez, she said she has not spoken to anyone and approval is needed before putting Curren Price's name on any agenda

6:42 pm Wording of agenda needs to be clear

6:43 pm putting down full name of board members on the minutes

6:45 pm Need to deal with budget and office space before inviting Curren Price to a meeting

6:45 pm Luis Fuentes motion to move item "i" up to discussion

- Esther Glaze seconded

6:50 pm NC board members' concerns

- Lack of communication
- Time frames in meeting
- Time frames in meetings and in conveying information to recording secretary

- processes
- communication

#### agenda setting

- 2 meetings in a month
- Read and approve minutes at agenda meeting
- Better to review minutes in agenda meeting and approve in community meeting

#### 6:54 pm Treasurers Report

- Report – agenda meeting, approval community meeting
- Monthly bank card statement
- 8. Speakers not on agenda setting meeting – no speakers
- 10. Committee reports- list committees, committees must provide information
- 11. Board actions- take out and just list items numerically, discussion for..., additional items..., possible actions for...
- And list all items

#### 7 pm public comment at the beginning of agenda meeting right after the review of the minutes

- 13 – change to board closing comments

#### 7:01 pm timeline for each item

- Wording (who, what, when, where, why, and how)
- Discussion and possible action to approve...
- Giving the secretary all the information for the agenda item
- Funding item → all vendor information and dollar amount
- Have to give the information so the public understands

#### 7:07 Time Frames

- Standing rules that should be followed through
- 1<sup>st</sup> Thursday and 4<sup>th</sup> Thursday meetings – president creates according to bylaws
- Getting items to the secretary

#### 7:10 pm 1<sup>st</sup> Thursday = standing meeting

- Posting Monday for a Thursday meeting
- 10 days before, get all items to the secretary to be put on agenda meeting

#### Agenda- outreach – use walk-men to get agenda out

- Create a calendar for the year with meeting dates for stakeholders
- Yearly calendar
- 10 days before the meeting the mail out should be done

7:18 pm agenda setting meeting 7 days before at 5pm all information has to be emailed to recording secretary or they do not make the agenda!

- Caveat – if item is not descriptive enough and you do not respond by deadline, it will not be included in the agenda
- Recording secretary has the authority to kick back items
- Amendment can be made at meeting
- Items for agenda setting meeting

7:27 pm Stake holder meeting Mail outs

- Which position assigned to do the mail out
- Table this until communication secretary is present
- 10 days for stakeholder meeting

7:33 pm standing rules

- Time frame – 7 days
- Stakeholder any last items on agenda setting meeting, 10 days

7:36 pm Have full names on minutes

- Disagreements/arguing should not be done in front of stake holders
- Meetings used to be at 5pm, now at 6pm, cutting down the time of the public to make comment
- Including a calendar with the agenda mailings
- Time frame of meeting should consider stakeholders as well
- Finding the most effective way to get out the agenda and calendar for future dates

7:42 pm budget for 2014

- Standing finance and budget committee

7:43 pm meeting adjourned