



# CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL

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## SPECIAL BOARD RETREAT MEETING MINUTES Monday, August 28, 2017

Ports O' Call Waterfront Dining Restaurant, 1200 Nagoya Way, San Pedro, CA

1. **Call to Order, Pledge of Allegiance and Roll Call:** The meeting was called to order at 6:20 pm, by President Christian Guzman. There was a quorum with 11 Board Members, and approximately 10 stakeholders present.

Board Members	Roll Call/Attendance
James Allen	Present
Frank Anderson	Present
Michael Collins	Absent
Maria Couch	Present
Donald Galaz	Present
Aiden Garcia-Sheffield	Absent
Matt Garland	Present
Jose Guerrero	Present at 6:25 pm
Christian Guzman	Present
Alexander Hall	Present at 6:30 pm
Leslie Jones	Excused
Michael Koth	Present
Claricza Ortiz	Present
Debbie Rouser	Absent
Danielle Sandoval	Present
Mona Sutton	Excused
Allyson Vought	Absent

2. **Public Comment on Non-Agenda Items:**
  - a. Rachael Brunke announced upcoming events for the 2<sup>nd</sup> annual Peace Week. Peace Week is a counter balance to Fleet Week. Their symbol this year is Peace is Patriotic.
3. **Ice Breaker and Team Building Exercise** – Octaviano Rios, Department of Neighborhood Empowerment
  - a. Each board member was asked to answer the questions “Why did you run for the Board”.
  - b. They were asked, in preparation for the retreat, to write down a personal vision statement with one goal, one solution, and one performance measure.
4. **Briefing on Mediation Strategies to Improve Board Dynamics** – Ray Regalado, was unable to attend
5. **Briefing on “Running an Effective Neighborhood Council Meeting”, including discussion on roles and responsibilities of members, officers, and committees** – Doug Epperhart
  - a. His number one suggestion to running a successful meeting is do not talk so much.
  - b. As a legislative body, structure, what effects how the meeting operates, and how long the meeting goes, are all important.

- c. Committee work is really where the actual work gets done. The more work that gets done there, the less work for the board at the meeting. It is best to have fewer committees, with committed active members, than many committees with fewer, and possibly over committed members.
- d. Motions should be succinct, and should not include the prefacing text, only the resolved/therefore text.
- e. In preparing an agenda, there are two types of items; 1) presentations, the things people come and talk to you about, and 2) Government Representatives. Sometimes it's best to ask 'why should we put something on the agenda'?
- f. Board members should come to meetings prepared. Accordingly, read the entire agenda as soon as you receive it. If you have changes, questions, amendments, write them down in advance and bring them to the meeting.
- g. Individual responsibilities include knowing the basics of parliamentary procedure (Roberts Rules).

**6. Training on the Brown Act and Serial Communications – Seamie Park**

- a. Ms. Park reviewed the information provided by the Department of Neighborhood Empowerment (DONE) regarding the Brown Act and serial communications.

**7. Discussion and possible action on the FY2017-2018 Strategic Plan – Seamie Park**

- a. Ms. Park reviewed the information provided by the Department of Neighborhood Empowerment (DONE).
- b. One common goal expressed by Board Members is that they want to be a voice for, and representative of, the community.
- c. Discussion of vision, goals, and solutions for the year.

**Motion by James Allen to approve the FY2017-2018 Strategic Plan, second by Danielle Sandoval, and passed with 10 yes (Allen, Anderson, Couch, Galaz, Garland, Guerrero, Hall, Koth, Ortiz, and Sandoval), 0 noes, and 1 abstention (Guzman).**

**8. Adjournment – The meeting was adjourned at 9:00 pm. The next regularly scheduled meeting is September 12, 2017.**

Respectfully submitted,  
 Sheryl Akerblom,  
 for the Central San Pedro Neighborhood Council