

# Special Outreach Committee Meeting Minutes

**September 28, 2023 (In Person)**  
**Sunland Park Recreation Center**  
**8651 Foothill Blvd, Sunland, CA 91040**

1. **Call to Order, Welcome** - Mapi Moran, Vice President, 7:01 pm
2. **Roll Call** - Mapi Moran, Cheryl Schmidt, Karen Moran (members); Mark Siegel and Cindy Cleghorn. Absent: Belinda Woodruff and Leny Freeman)
3. **Minute Taker** – Karen Moran
4. **August 31, 2023 Outreach Committee Meeting Minutes** reviewed and approved.
5. **Public Comments: Non-agenda items under the committee's jurisdiction** – no public comments.
  - a. Cindy discussed the plans for 7577 Foothill Blvd (former Denney's site) for 46 units and noted that the developer's requests did not pass at this time. Mark noted that there is an oversight plan in City; STNC absorbed the oversight function for target areas for land-use.
  - b. Funding requests need to come through a board member who would sponsor it. Outreach has the biggest budget.
  - c. Region Rep reports. Discussion about potential candidate activities for Region Reps to encourage their involvement were discussed, including surveys of what stake-holders would like. Other ways to connect might include distribution of backpacks, giving away refrigerator magnets with contact numbers, brochures, info on bulky item pick-up, etc.
  - d. Communications in STNC are fragmented at this time. Goal is to have a path for improving internal communications. Concern about Committees acting independently and not always following By-Laws where Board approvals are needed; need to stay in alignment with City rules (which are many).
6. **Newsletter** – Newsletter (October TBD in process) would include information about committees and upcoming events as well as photos. Getting a final list of emails ready at this time.
7. **Outreach plan - dividing short term & long term goals**
  - **Website: board contacts, calendar, upcoming news, credentials**
    - i. **Board contact information.** Mapi will take over the effort from Cindy to get STNC member info (Board/Committee members, positions, pictures,

contact information) for inclusion in STNC website. Mapi will double – check the Board Bios and add committee members to that tab.

ii. **Calendar updated.** Credentials (log-in); the City has a digital system and info to access is needed.

- **E-voice: phone lines, prompts** – the Wilmington NC has a good script that we can duplicate for the STNC phone. Mark will provide voice for prompts on phone (“press #1 for ‘this’, #2 for ‘that’”).
- **Board: roles & responsibilities, how to tutorials** - Mapi will gather detailed Info about what each STNC position entails that is detailed; info to focus on execution of job and not a high level description. This will enable people in the future to assume responsibilities more easily.

8. **Discussion/Possible Action: Budget - Halloween Carnival, Coffee & Tea w/ STNC (Oct/Nov)**

- a. **Halloween Carnival.** Budget approved is \$100. STNC provides candy and possibly give-aways.
- b. **Coffee & Tea** - No October event planned. November date/locale TBD.
- c. **STNC member social event.** Would like to have an event for STNC members to get to know each other better, possibly in January 2024. Possibly an ice-breaker game. Venue TBD.
- d. **Candidate Outreach Events** - Pancake Breakfast at ELKS or event at McGroarty Park with relay races, etc.

9. **Region Rep Updates** – none.

10. **Committee closing announcements**

11. **Adjourn.** 8:17pm