



**Board Meeting Minutes - In Person  
 Canoga Park Neighborhood Council ("CPNC")  
 7:00PM, Wednesday, December 6, 2023**



- I. CALL TO ORDER: President Raymond Cole ("PRC") called to order at 7:02PM.
  - a. Board Roll Call by Secretary Lena Ayvazian

<b>Absent; Present; Running Late</b>	Quorum requirement = 5
Present	Raymond Cole - President
Present	Edward Barkett
Present	Leonel Fuentes, Treasurer
Present	Lena Ayvazian, Secretary
Present	Corinne Ho
Present	Estevan Barr
Present (Late 7:10pm) Can't Vote Training	Kyra Edrington
Present (Late 7:10pm)	Mary Paterson
Present Can't Vote Training	Michelle Miranda
Present	Mireira Moran
Present (Late 7:05pm)	Ronald Clary
Absent	Brian Mallasch
Absent	Bryan Islas
Excused	Duane Galila
Excused	Elmer Garcia, Vice President
Absent	Nicole Resendiz
	Motions pass all

<b>Board Member</b>	<b>Total 6 meetings in 2023</b>	<b>Eligibility to Vote Issue</b>
Raymond Cole President	8/23/23 Excused	
Elmer Garcia Vice President	8/10/23 9/27/23 12/7/23 Excused	7/23 to present ineligible to vote. Ethics and Funding shows pending.
Leonel Fuentes Treasurer	7/26/23 Excused 8/27/23	7/23 to 12/7/23 ineligible to vote. Ethics shows pending. Mr. Fuentes represents cleared training although DONE site does not show clear
Lena Ayvazian Secretary		
Brian Mallasch	7/26/23 8/10/23 9/27/23 10/25/23 Excused 12/7/23	
Bryan Islas	8/10/23 8/23/23 12/7/23	
Corinne Ho	7/26/2023 Excused 8/10/23 Excused	
Duane Galila	12/7/23 Excused	
Edward Barkett (Joined October 2023)		12/7/23 Ethics shows pending. Mr. Barket represents cleared training although DONE site does not show clear
Estevan Barr	7/26/2023	
Kyra Edrington	8/10/23 10/25/23 Excused	7/23 to present ineligible to vote. Funding pending.
Mary Paterson	8/10/23	
Michelle Miranda	10/25/23 Excused	9/27/23 to present ineligible to vote. Ethics pending.
Mireira Moran	8/10/23 8/23/23 Excused	
Nicole Resendiz	8/10/23 8/23/23 10/25/23 Excused 12/7/23	
Ronald Clary	8/23/23	

II. APPROVAL OF THE MINUTES

- a. General Board Meeting Minutes 10.24.23
- b. Special Board Meeting Minutes 10.24.23

YES = Y NO = N ABSTAIN = A Ineligible= I	a) 1st Raymond Cole 2nd Mary Paterson	b) 1st Raymond Cole 2nd Mary Paterson
Raymond Cole - President	Yes	Yes
Edward Barkett	Yes	Yes
Leonel Fuentes, Treasurer	Yes	Yes
Lena Ayvazian, Secretary	Yes	Yes
Corinne Ho	Yes	Yes
Estevan Barr	Yes	Yes
Kyra Edrington	I	I
Mary Paterson	Yes	Yes
Michelle Miranda	I	I
Mireira Moran	Yes	Yes
Ronald Clary	Yes	Yes
	9 Yes Motion Passes	9 Yes Motion Passes

III. GENERAL PUBLIC COMMENT: No input.

IV: COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)

- a. Public Safety
- b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board
- c. Government Departments/Agencies, including Budget Advocates, Librarian, etc
- d. DONE-Department of Neighborhood Empowerment General Report

V. Exhaustive Efforts Update

- a. Exhaustive Efforts Work Plan Update

DONE representative Prabhjot Chamber’s announcements included a job opening for a DONE General Manager position. Application process is open through December 8, 2023. Follow up email detailing additional application information including DONE seeking Neighborhood Council input will be forwarded to the Board. Update on Bylaws, CPNC Bylaws submitted, application is in review. Bylaws can be accepted as they are or recommendations can be presented. Preparations are being made for presentation for approval of Bylaw amendment to the Board of Neighborhood Council (“BONC”) meeting scheduled December 18, 2023, at 1:00pm. Concerns came up if the BONC meeting itself does not meet quorum as there was an issue during their recent December 5, 2023, meeting alternatively, if the meeting is canceled. DONE is aware of the concerns and will be monitoring the situation. Further

concerns raised include BONC making recommendation versus approving CPNC Bylaw changes of quorum to 15, in that such a recommendation can jeopardize CPNC meeting a consistent quorum. CPNC has members absent 5 and 4 of 6 meetings as well as issues of training completion.

VI. Discussion and Possible Action: Brief Introduction Opportunity for Interested CPNC Candidates' Consideration and Possible Vote for Appointment to the CPNC Board

- a. Senior Group Representative (2027) appointed
- b. Faith Based Organizations Representative (2027)
- c. At Large Representative (2025)
- d. At Large Representative (2027)
- e. Residential Renters Representative-2 (2027)
- f. Retail/Service Business Representative (2027)
- g. Youth Representative

No new applications or attendees.

VII. Committee updates

- a. Planning and Land Use, presented by Ronald Clary.  
Meetings are set on the Second Tuesday of each month starting on December 12, 2023, at 6:30pm, to be held at the Canoga Park Branch Library.  
Plan of action is, introduction of new members, Raising Cane's presenting January 9, 2023 meeting. Deadline to present Agenda items is 6 days before the scheduled meeting.
- b. Executive Committee ("EC"), presented by Raymond Cole. EC met on November 30, 2023. Going forward Executive meetings to be held one week before monthly meetings, scheduling is not a set day of the week at this time. Going forward those that are scheduled to bring food for monthly meetings perform setting up the meeting. Those scheduled for the following month to bring food, stay to help put back and maintain the meeting room. Request made that all Board members be the eyes and ears for scheduling of meetings assuring the web page is updated properly, posting the Agenda be a group effort, Ron Clary indicated he can post the Agenda if received timely the week before. Request made to take a photo of the posted agenda which will reflect the time/date of the posting.
- c. Bylaws Committee ("BC"), presented by Lena Ayvazian.  
Meetings are set on the Third Tuesday of each month starting on December 19, 2023, at 6:30pm, to be held at the Canoga Park Branch Library.  
Plan of action is to go over specific areas of the Bylaws which are needing amending. Consideration of Code of Conduct as brought up by Esteven Barr. Request made that committee members present recommended Agenda items to Chair and Co-Chair. Deadline to present consideration of Agenda items is 6 days before the scheduled meeting.

- d. Outreach Committee (“OC”) presented by Mireira Moran.

Meetings location, days and times are pending. Discussion held that the Center is currently open on Thursdays.

Mireira Moran mentioned the positive turn out at the Day of the Dead event with many outreach T-Shirts handed out. Esteven Barr raised outreach for volunteers from college/high school representatives. Edward Barkett recommended reaching out to West Valley Boys & Girls Club. Invite Canoga Park High School and California State University Northridge to discuss events at the high school and University.

#### VIII. New Business

- a. Discussion and Possible Action: Motion to approve up to \$5,000.00 for Painting of Poles and Metal Box Round 24” with LED Light for Outreach Medallion.

President Cole tabled being in EE discussion of beautification cannot be held.

- b. Discussion and Possible Action: Set up, tear down and clean up for general board meetings and responsibilities.

President Cole reminded as previously discussed above.

#### IX. Suggestion of New Business.

Esteven Barr raised concern of security and safety of board members. Discussion to be agendized.

Corinne Ho raised concern once being off EE the committees to be reviewed for quorum and membership should be at the Bylaws Committee level.

Michelle Miranda suggested opening meetings with a statement.

Edward Barkett announced community events on December 9, 16 and possibly 30 or January 6. 12/9/23: Pop up street festival 5:30pm to 9:00pm. 12/16/23, Luncheon at Henry’s and December 30 or January 6, Walk of Lights event.

President Cole suggested setting a Board Retreat to be discussed.

Adjourned 8:15pm

Edward Barkett 1st

Raymond Cole 2nd