



**Board Meeting Minutes**  
**Canoga Park Neighborhood Council (CPNC)**  
**7:00 p.m. Wednesday, March 22, 2023**



**I. CALL TO ORDER** President Cole called the meeting to order at 7:05 p.m. **II. BOARD ROLL CALL** - President Cole called the roll as follows:

**a. Status of Board Member Training**

Raul Preciado, DONE Representative, thanked all who attended the March board retreat and training.

<b>present</b>	Ray Cole, President
<b>present</b>	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
<b>present</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>present</b>	Michelle Miranda
<b>present</b>	Mary Paterson
absent	Quincy Clemons
<b>present</b>	Ronald Clary
<b>present</b>	Duane Galila
absent	Jitzel Vasquez-Ruiz
<b>present</b>	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
<b>present</b>	Lena Ayvazian
<b>present</b>	Corrine Ho

absent	Hewitt Dixon <i>Appointed in Feb</i>
absent	Max Zelickson <i>Appointed in Feb</i>
.	Jodi Braverman <i>Appointed in March</i>

.	Miereda Moran <i>Appointed in March</i>
.	Hector Ramirez <i>Appointed in March</i>
<b>10</b>	<b>10</b> present /10 absent

**III. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker)**

**Senator Caroline Menjivar** thanked all who collaborated in the celebration of CicLAvia. Canoga Park is unique as it has two state senators. Her office is located in Van Nuys and Tonya Ybarra and Kevin Taylor are available for assistance. Senator Menjivar updated the Council on the following:

- The emergency COVID allotment for increased Cal Fresh benefits will end this week and benefits will decrease significantly, her office is working to maintain those resources;
- 16 Bills have been introduced. Of concern is mental health, youth homelessness, housing, and the removal of asphalt from school grounds; • A disaster preparedness program is available this Saturday, March 25<sup>th</sup> from 9:00 - 3:00 at Pierce College.

Treasurer Fuentes requested a resource to review the proposed 16 proposed Bills. Senator Menjivar shared a link to fact sheets at [sd20.senate.ca.gov](http://sd20.senate.ca.gov). There is also a monthly newsletter that provides recaps of proposed legislation.

Board member Patterson was recognized to speak and thanked Senator Menjivar for her community support and expressed concern about the Canoga Park District separation in certain areas. Senator Menjivar encouraged public input regarding district maps.

Board member Ayvazian stated her support of hybrid public hearings and supported Senator Menjivar to continue to support hybrid public hearings.

President Cole solicited public comment.

Chris Rowe was recognized to speak and requested jurisdiction boundaries. Ms. Menjivar stated that she has been appointed as an interim caretaker for districts that don't have a permanent Senator at this time.

**Alberto Vargas**, Field Representative at California State Assembly updated the Council on the following:

- AB591 provide universal chargers for electric vehicles in CA and supports environmentally friendly vehicles;
- AB1217 & AB61 will extend COVID assistance for small businesses; • Pierce College will be providing an employment resource table on April 30<sup>th</sup>.

### **LAPD, Officer Moreno**

Officer Moreno defined his jurisdiction and updated the Council on the following: • Property crime is the biggest concern in Topanga and Canoga Park in the areas of mail thefts, burglaries and vehicle thefts;

- Aggravated assaults are a concern along with violent crimes; • The Topanga Station is hosting a carnival May 18-21<sup>st</sup> with an open house in June.

Board member Ayvazian spoke on the opening of new apartment units and expressed concern on the additional public services that may be needed. Officer Moreno stated the staff is shorthanded and they are trying to maintain a continued level of service. Mayor Bass and LAFD are both recruiting additional staff.

### **a. Public Safety**

**Mirna Ezquivel**, Economic Development Deputy, for Councilmember Bob Blumenfield's Office, updated the Council on the following:

- Councilmember Blumfield is keeping abreast on the LAUSD strike; • June 24<sup>th</sup> is the Huntington Beach Los Angeles Public Library Safari Day, admission is free; however Canoga Park library is on hiatus due to new flooring installation;
- 44 unhoused individuals along the river have been housed, and efforts are underway to assist more individuals;
- March 25<sup>th</sup> is the opening of the new farmers market in the parking lot of River of the Valley Church.

### **b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board**

Raul Preciado, DONE Representative, updated the Council on the following:

- Focus is being placed on the upcoming elections; deadline is April 4<sup>th</sup> for filing;
- Current Board members need to reapply;
- At this time, there are only 2 applications pending;
- Outreach needs to be increased for this last week for applicants for open positions as there is a mail-in application deadline;
- June 18<sup>th</sup> is election day;
- Return to in-person meetings is under discussion and our location needs to be determined. This may hinder the April in-person meeting.

Board member Clary clarified his status as an end-of-term appointed Board member with the DONE representative.

Board member Ayvazian verified that April's meeting is pending location vs Zoom approval. Mr. Preciado stated that the previous meeting site is being identified and paperwork pending completion.

Board members Clary and Paterson stated that they are available to assist in meeting paperwork and preparation.

**c. Government Departments/Agencies, including Budget Advocates, Librarian, etc.**

No Action Taken.

**d. DONE-Department of Neighborhood Empowerment General Report No**

Action Taken.

**IV. GENERAL PUBLIC COMMENT** - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s), 10 minutes total.

Hector Ramirez was recognized to speak and asked about the application process. President Cole the next agenda item for discussion should address his concerns.

**V. DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT: EXHAUSTIVE EFFORTS-UPDATES**

**a. Exhaustive Efforts Work Plan-Updates**

Raul Preciado stated that attaining a quorum is always a concern; however sometimes participation and interest is not sufficient to attain a quorum. Mr. Preciado provided a status update as two seats were filled at the previous February meeting; however, the roster and agenda have not been updated with the new additions. The Board retreat was this month and not all Board members attended and were trained. The absentees at the retreat will need to be rescheduled. The Bylaw Committee will meet after a new Board is seated, and changes to the Bylaws are not going to be made at this time. There has been progress in recruiting new board members.

Board member Ayvazian inquired about the Bylaws and the EE plan, what is necessary to get out of the EE phase? Mr. Preciado stated that the requirement of attaining a quorum cannot be changed at this time, we can fill seats and recruit. Mr. Preciado also acknowledged the absenteeism rate.

Board member Clary stated that the sudden onset of quorum problem manifested

itself post COVID, and should we do a Bylaws change as soon as we have the authority to make modifications. Attendance is very important.

Mr. Preciado stated that the process to change the quorum is the authority of the body and DONE is not demanding that this be done.

Board member Ho expressed concern regarding consistent and repeated absences, could these absent individuals be released from their appointment, what is that action? Mr. Preciado stated that absences occurred during the COVID hiatus. We have now conducted 3 consecutive meetings post COVID and now have Minutes that document absenteeism.

Board member Clary offered his assistance to outreach Board members not attending.

Gary Fordyce was recognized to speak and stated past Minutes have not been completed and that is a contributing problem. There are Board members that have never attended a meeting or training; however, due to lack of Minutes there is no documentation. Appointment is an option and Bylaws need to be attended and updated.

Mr. Preciado stated that there are seats that don't expire until 2025, that need to be part of any Bylaws revisions.

Board member Paterson stated that two Board members received the initial training and came to a few meetings, then experienced work conflicts. The Bylaws are not specific. Having standing rules could provide guidelines in the future.

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

### **a. At Large Representative (2025)**

President Cole stated that Hewitt Dixon and Max Zelikson were appointed at the February meeting and noted in the Minutes.

### **b. At Large Representative (2023) - No Action Taken.**

### **c. Residential Renters Representative-2 (2023)**

President Cole opened a discussion for nominations for 2 available seats.

Raul Preciado, DONE Representative, clarified that available seats are open to individuals who live or work in the community, or youths over 18 years of age and that jurisdiction titles given to seats are flexible.

Board member Paterson stated that the Bylaws are very loose; however, experience in their area of representation is helpful and a candidate can

learn about the outreach process in other areas.

Board member Corrine Ho stated a candidate should apply as a stakeholder and not the title of a seat.

Mr. Preciado stated that the applicant screening procedure should begin with a brief self-introduction, questions and answers, then the Board to move forward with an action.

**Jodi Braverman** inquired about the homeowner position. After discussion Jodi Braverman submitted an application and stated as a resident her purview is in the hospitality industry and now works in university education and manages a volunteer board and excited to share her experience. Ms. Braverman stated she could perform in the capacity of the retail representative.

<b>MOTION:</b> Mary Patterson	
<b>SECOND:</b> Lena Ayvazian	
<b>yes</b>	Ray Cole, President
absent	Elmer Garcia, Vice-President (absent at the time the vote was called)
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson
absent	Quincy Clemons
<b>yes</b>	Ronald Clary
<b>yes</b>	Duane Galila
absent	Jitzel Vasquez-Ruiz
<b>yes</b>	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain

absent	Robert Munez
<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>9</b>	<b>9 yes /11 absent</b>

**Miereda Moran** from Pacoima NC introduced herself and has relocated to Canoga Park, currently working for a non-profit and is interested in the secretary position. Ms. Moran stated that she could perform in the capacity of the rental representative.

<b>MOTION:</b> Ronald Clary	
<b>SECOND:</b> Mary Patterson	
<b>yes</b>	Ray Cole, President
absent	Elmer Garcia, Vice-President (absent at the time the vote was called)
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson
absent	Quincy Clemons
<b>yes</b>	Ronald Clary
<b>yes</b>	Duane Galila
absent	Jitzel Vasquez-Ruiz
<b>yes</b>	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain

absent	Robert Munez
<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>9</b>	<b>9 yes /11 absent</b>

**Hector Ramirez** resident of Pacoima Park, has work as a city employee and has a focus on homelessness. Mr. Ramirez has worked in non-profit for 30 years and would like to focus on housing and community needs. Mr. Ramirez stated that he could perform in the capacity of the rental position.

<b>MOTION:</b> Mary Patterson	
<b>SECOND:</b> Ronald Clary	
<b>yes</b>	Ray Cole, President
<b>yes</b>	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer

absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson
absent	Quincy Clemons
<b>yes</b>	Ronald Clary
<b>yes</b>	Duane Galila
absent	Jitzel Vasquez-Ruiz
<b>yes</b>	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain



absent	Robert Munez
<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>10</b>	<b>10 yes /10 absent</b>

After nominations Board member Clary inquired about the applicant's locations to verify eligibility. Board member Ho reminded the newly elected of the functions of neighborhood councils and the time commitment.

Board member Clary verified with the DONE representative that the newly appointed board members will need to apply by April 4<sup>th</sup> to run for the next term in their new positions.

President Cole directed the newly appointed applicants not to oppose each other in the upcoming election and run in their perspective areas.

Retail/Service Business Representative (2023)

(see above) Jodi Braverman

d. Senior Group Representative (2023) appointed

President Cole solicited applications. None.

e. Faith Based Organizations Representative (2023)

President Cole solicited applications. None.

## VII. SPECIAL ORDERS

a. Appointment of Executive Officer Positions

- Secretary

Newly appointed Board member Moran and Board member Ayvazian self nominated to the position of Board secretary.

Board member Ayvazian stated that her background as a paralegal and corporate secretary to her HOA Board provides her the background to perform in this capacity. Board member Ayvazian stated that she regularly attends meetings.

Newly appointed Board member Moran withdrew her self-nomination.

Board member Paterson outlined the responsibilities and roles of the secretary:

- Attendance at other Executive meetings;
- Web postings and updates;
- Maintaining a current roster and provide updates to the City Clerk;
- Work with DONE and provide updates;
- Maintain records of Board member training and attendance;
- Oversee Minutes and minute taker;
- Educate yourself on the Bylaws;

<b>MOTION:</b> President Ray Cole	
<b>SECOND:</b> Michelle Miranda	
<b>yes</b>	Ray Cole, President
<b>yes</b>	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson
absent	Quincy Clemons
<b>yes</b>	Ronald Clary
<b>yes</b>	Duane Galila
absent	Jitzel Vasquez-Ruiz
<b>yes</b>	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez

<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho

absent	Hewitt Dixon
absent	Max Zelickson
<b>10</b>	<b>10</b> yes / <b>10</b> absent

b. Appointment of Financial Officers of the Board

- Bank Card Alternate Signer (optional)

Board member Paterson self-nominated to the position of bank card alternate signer.

Board Paterson that was seconded by President Cole and stated that Brian is the first signer and this newly appointed position is for an alternate signer. Board member Mallasch is the second signer, after the President.

**VIII. NEW BUSINESS**

- a. Discussion and Possible Action: Voting to approve Affidavit for \$90.91 for Google Suite payment on 6/21/22. A payment of \$90.91 was made to the Google Suite account to bring it current, but we can't locate a detailed description of this transaction, only a statement indicating payment.

President Cole solicited a motion for approval.

Board member Paterson made the motion to approve Item VIII a, that was seconded by Board member Clary.

Board member Ho clarified that the payment has been made for a past due amount; however, the receipt could not be located and the City Clerk request an affidavit from this Board verifying that the payment was for a necessary service. After discussion the following concerns were outlined:

- Is the expense a monthly recurring expenses as personal computers and emails are utilized – Galia;
- What are the options for this Board to make an action for approval – Ayvazian;
- Approve Item VIII a; however, Board member Ayvazian stated her availability for research and explained the previous payment process. – Ayvazian;
  - The payment history is repetitive and consistent, and the city is requesting an affidavit to move forward.- Mallash;
  - The affidavit approval as discussed will resolve the issues with the City Clerk so that this item can be approved and moved on. – Ho;
- Board member Ramirez inquired if this expense was new or recurring.

President Cole solicited public comment:

Gary Fordyce stated that the request is not precise as the motion is dated June 2022. There is no excuse not to have a receipt or invoice.

Brian Allen was recognized to speak and stated that best policy is to move forward as Google is a major vendor that could provide a detailed description for a period of time and should be approved with back up data to be provided.

Chris Lowe was recognized to speak and stated that a running statement from regular vendors should be provided and Google needs to provide an accurate accounting.

Mr. Preciado, DONE Representative, stated that these two unapproved receipts are putting a hold on all finance and this board cannot move forward without an affidavit from the Board in lieu of a receipt to the City Clerk.

President Cole stated that this affidavit approach needs to be conducted to not inhibit our ability to financially function and he has conducted the research. The lack of an invoice is the result of omission from a previous Council management. The challenge forward is to document a protocol to prohibit a repeat of the same situation.

Board member Mary Paterson rescinded her prior motion and amended her motion to state that retroactive documentation be provided that was seconded by Board member Ayvazian.

Board member Paterson and Clary stated that the affidavit be approved with the caveat that a clarifying document be attained from Google showing the partial payment and the full payment and specify the total payments to protect this neighborhood council from further collections.

<b>MOTION:</b> Mary Patterson	
<b>SECOND:</b> Ronald Clary	
<b>yes</b>	Ray Cole, President
<b>yes</b>	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson

absent	Quincy Clemons
<b>yes</b>	Ronald Clary

<b>yes</b>	Duane Galila
absent	Jitzel Vasquez-Ruiz
<b>yes</b>	Brian Mallasch
absent	Steve Slutzah
absent	Nauman Khan
absent	Annette McClain
absent	Robert Munez
<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>10</b>	<b>10 yes /10 absent</b>

- b. Discussion and Possible Action: Voting to approve Affidavit for digital premium shipping membership for \$25.00. Any Promo charged \$25.00 but failed to document a detailed description of the charge.

Board member Paterson asked for clarification on the promo items prior to a vote.

President Cole stated that the monies were for the purchase of phone holders and mouse pads. The miscommunication on the invoice was the explanation of the expedited shipping charges. A request for a reprint of a corrected invoice has not been provided by the vendor at this time.

Raul Preciado, DONE Representative, stated that the invoice erroneously stated that the additional \$25.00 was for a membership fee and not expedited shipping charges. The request for an affidavit from this Board is to explain the incorrect verbiage only.

<b>MOTION:</b> Mary Patterson
<b>SECOND:</b> Michelle Miranda

<b>yes</b>	Ray Cole, President
<b>yes</b>	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson
absent	Quincy Clemons
<b>yes</b>	Ronald Clary
<b>yes</b>	Duane Galila

absent	Jitzel Vasquez-Ruiz
<b>yes</b>	Brian Mallasch
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absent	Robert Munez
<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>10</b>	<b>10</b> yes / <b>10</b> absent

c. Discussion and Possible Action: Motion to approve CPNC governance model (in person only vs adding hybrid options)

President Cole opened a discussion stating that the in-person meeting place will be on the 4<sup>th</sup> Wednesday of the month at 7:00 p.m. in the same Canoga Park Community Center. After discussion the following concerns were outlined:

- What is the executive order as related to the equipment that is needed;

what happens to the April meeting if a vote/decision is not attained at this meeting and we table this discussion, is there an option for hybrid meetings?- Ayvazian;

- Does this NC have the equipment that is necessary to conduct a hybrid meeting, along with the necessary operators, as this outline is unclear - Clary;
- Board member Moran stated that she has conducted hybrid meetings and has equipment and suggested a test run; however, President Cole stated that equipment liability could be a concern;
- Stakeholder participation has increased via Zoom – Ho & Paterson; • The paperwork has been completed – Paterson;
- Wi-Fi and internet availability at the Canoga Park Community Center? – Clary;
- Funds for the purchase of equipment, with concern of frozen funds pending affidavits – Fuentes;
- Health concerns, child and senior care can inhibit attendance and hybrid meetings would encourage continued public participation - Ho • Meeting dates, times and locations could be changed to a weekend Saturday to encourage more participation? – Braverman;
- The April meetings should move forward with in-person forward with adjustments as necessary with flexibility – Ramirez.
- Accessibility is a concern; weekend days may prohibit participation from Board members and public - Clary.

Raul Preciado, DONE representative, clarified the hybrid model states that Board members attend in person and a teleconferencing option can be discussed at a later date at any meeting.

President Cole solicited public comment:

Brian Allen was recognized to speak and stated that SB2449 governs the NCs meeting. Hybrid meetings are not as simple as people think. There is Bill AB411 that allows for virtual meetings. But at this moment, any hybrid meeting requires Board members to attend in person, and locations need to be ADA compliant.

PH#693 Chris Rowe stated that the community center is small to be able to distance attendees. and other locations should be considered to comply with ADA requirements.

President Cole stated his concern for continued public participation and tabled this item for further discussion.

- d. Discussion and Possible Action: Motion to approve \$500.00 to become an exhibitor and conduct outreach by tabling at the 2023 West San Fernando Valley Disaster Preparedness Fair on Saturday March 25th 2023 from 9am 3pm.

Board member Ho made motion to approve Item VIII d, that was seconded by Board member Paterson.

Board member Paterson stated that the West Valley Chamber is sponsoring the disaster preparedness fair. There will be approximately 70 vendors, 5 food trucks, LAFD, Sheriff, demonstrations, activities for kids and useful information. Board members are asked to volunteer afternoon hours to assist in the booth.

Board member Ho stated her support of the West Valley Chamber and requested that the CPNC name appear on the flyer.

Board member Paterson stated that this is an outreach event and the chamber is not a 501c3

Board member Ho stated that NC cannot fund Chambers; however, this is an outreach event.

President Cole solicited public comment.

Brian Allen was recognized to speak and asked about the payee as the Chamber cannot be funded by a NC. How can payment be made without an NPG? This request does not follow NC system protocol. Board member

Clary stated that this event does not come under this process and other NCs are signed up.

Gary Fordyce was recognized to speak and expressed concern on funding this project and all funding should be drawn from an NPG protocol.

<b>MOTION:</b> President Ray Cole	
<b>SECOND:</b> Duane Galila	
<b>yes</b>	Ray Cole, President
<b>yes</b>	Elmer Garcia, Vice-President
absent	Jessica Gonzalez, Secretary
<b>yes</b>	Leonel Fuentes, Treasurer
absent	Helen Morales
<b>yes</b>	Michelle Miranda
<b>yes</b>	Mary Paterson
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<b>yes</b>	Ronald Clary



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absent	Robert Munez
<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>10</b>	<b>10</b> yes / <b>10</b> absent

- e. Discussion and Possible Action: Motion to approve up to \$2,500.00 for AppleOne minute taking services.

President Cole stated that this item is for payment of received services and invoices have been provided.

<b>MOTION:</b> Ronald Clary	
<b>SECOND:</b> Lena Ayvazian	
<b>yes</b>	Ray Cole, President
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absent	Jessica Gonzalez, Secretary
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<b>yes</b>	Lena Ayvazian
<b>yes</b>	Corrine Ho
absent	Hewitt Dixon
absent	Max Zelickson
<b>10</b>	<b>10</b> yes / <b>10</b> absent

**IX. ANNOUNCEMENTS**

a. Disaster Preparedness Event-3/25/23 10:00am-2:00pm.

President Cole stated that Board members are needed to work the afternoon booth hours.

b. Community Canvass – 3/25/23 11:00am – 1:00pm

President Cole stated that community engagement is underway for the upcoming elections in March 25<sup>th</sup>. Please participate and contact President Cole for your availability.

**X. ADJOURNMENT** President Cole made the motion to adjourn at 10:53 p.m. that seconded by Board member Paterson.