



**Issam Najm, President; Susan Gorman-Chang, Vice President; Gabriel Khanlian, Secretary;  
Andrew Krowne, Treasurer; David Balen, Signer; Asaad Alnajjar; Jason Hector  
Alex Kim; Becky Leveque; Hassan Memarian, Jennifer Milbauer**

**Porter Ranch Neighborhood Council (PRNC)  
Board Retreat and Special Board Meeting  
Saturday, 23 September 2017  
Porter Valley County Club  
19216 Singing Hills Drive, Porter Ranch 91326**

**APPROVED MINUTES**

1. Call to Order/Welcome/Plan for the Day
  - President Issam Najm called the meeting to order at 9.04AM and welcomed over six stakeholders, along with [eventually] ten board members.
  
2. Roll Call
  - Gabriel Khanlian performed the roll call and a quorum was declared.
 

|            |  |
|------------|--|
| Here (10)  | Asaad Alnajjar, David Balen, Susan Gorman-Chang, Jason Hector, Gabriel Khanlian, Alex Kim, Andrew Krowne, Becky Leveque, Hassan Memarian, and Issam Najm |
| Absent (1) | Jennifer Milbauer  |
  - Many Board members present either arrived late or departed early.
  
3. Information Slot – The How’s and Why’s of Budgets and Funding for Neighborhood Councils
  - Melvin Cañas from the City Clerk’s office reported the following:
  - Neighborhood council funding recently transitioned from the Department of Neighborhood Empowerment (DONE) to the City Clerk’s office.
  - There is an ethics concern regarding unacceptable purchases; Jason Hector used the example of tree cleanup. It can get weird if a board member lived on the street that was being cleaned via his or her neighborhood council’s budget.
  - Currently, councils cannot use their city-issued credit cards for payments to PayPal, Square, or any similar non-descriptive financial entity.
  - Neighborhood council meetings cannot be held in non-public facilities.
  - The Department of Cultural Affairs (DCA) handles murals, which have recently become an issue. The Northridge South Neighborhood Council (NSNC) recently requested murals coordinated by the DCA and the artist. Although the mural is on private property (sidewall of a business), there is a public benefit as the mural faces the public. In addition, the NSNC could not pay for the artist’s insurance; the artists must provide proof of their own insurance.
  - Before 2008-09, neighborhood councils received their money, and submitted payment requests to support libraries and schools. This conflicted with city regulations as these funds cannot be given to another city agency and resulted in an NPG ordinance. The deciding factor was whether there is a public benefit. As an example, councils can purchase playground equipment for a public school, but cannot provide something for the teacher’s lounge. However, only children of part of

Porter Ranch benefit from the newly purchased playground equipment. Melvin Cañas also stated the example of a council that wanted to hire private security to patrol public streets; this conflicted with the LAPD and was disapproved.

- David Balen asked if funds could be spent for public usage outside of Porter Ranch boundaries; the Congress of Budget Advocates created special accounts for such a purpose. For example, the annual Disaster Preparedness Fair and Senior Dance are held within Northridge West Neighborhood Council (NWNC) boundaries; yet CD12 requested PRNC participation and the events are attended by PRNC residents. A Castlebay teacher was nominated to be “Senior of the Year” at this annual Senior Dance, which was sponsored by Valley Relics (previously organized by the Kiwanis’s Foundation). Susan Gorman-Chang recommended discussing such issues with other neighborhood councils.
- Issam Najm mentioned he voted against cleaning sidewalks, as they are the responsibility of the homeowner. This is a very grey area, as the trees are city property, yet the tree wells and sidewalks may be private property.
- Most catered food provided for meetings is charged to the Operations account. Such food could also be applied to the Outreach account, yet the Operations account does not need a vote, whereas Outreach requires a vote.

#### 4. Information Slot – Primer on PRNC Bylaws

- Jasmine Elbarbary from DONE discussed the online PRNC bylaws that are reviewed by DONE. These bylaws may be outdated, including such issues as term limits, how many votes are required to pass a motion, and whether to exclude or include abstentions (which can go either way, as long as it is a positive vote of people in the room). Jasmine feels abstentions are a non-vote; however, PRNC’s quorum is an even number that could result in a tie vote. This will be discussed during bylaws revisions.
- Jasmine mentioned that PRNC could be as restrictive as they want to be, but councils get into trouble when they do not follow their own rules. One neighborhood council was excessively specific with their rules and bylaws.
- Glenn Bailey of the Northridge East Neighborhood Council reviewed the procedures and deadlines for bylaw revisions.

#### 5. Information Slot – Primer on the Brown Act

- Jasmine Elbarbary presented an overview of the Brown Act, also known as California Open Meetings Law, as one of DONE’s favorite laws. The spirit of the law is to make sure things are done openly and in public; no wool is ever pulled over anyone’s eyes. This is why DONE requires public agendas, etc.
- For funding, a motion cannot increase the agendized item; instead, the wording should be “up to a certain amount”.
- As far as communication, it is okay for board members to talk to each other outside of a meeting, such as at a BBQ or on Facebook, but they should not discuss how they would vote, or ask others to vote a certain way. Emails among a majority of the board, which discuss how someone may vote, are a slippery slope.
- Susan Gorman-Chang reminded Jasmine that PRNC has committee meetings that are always open to the public.



- Issam mentioned that DONE’s social media policy has been in the works for over a year. It is okay if someone posts something on their personal Facebook page, because that is not a public forum. However, board members should not express personal opinions on the PRNC’s Facebook page.
- DONE’s General Manager Grayce Liu stated at a recent Valley Alliance of Neighborhood Councils (VANC) meeting that the city departments are generating their own rules; once settled, these various rules will go before the city council.
- Jason Hector asked what would happen in the event of a Brown Act violation. If it involved a funding issue, that issue will need to be re-heard. If the agenda is not posted within 72-hours, the meeting may be invalidated, and all discussions will have to be re-heard.
- Issam asked if it is ever okay to add agenda items at a meeting; Jasmine replied that it could happen in the event of an emergency, but it is not recommended. It would be better to call a special meeting, which requires merely 24-hour notice. Alternatively, the council can do a special meeting during the recess, with 24-hour notice.
- As PRNC members are elected public officials, they are subject to the Public Records Act (PRA) regulations. The most important thing is to never state anything that you would not want to see in public [including text messages and emojis] as they are subject to PRA regulations. In the event of a critical issue, someone could go the cellular telephone company to retrieve your texts.
- Susan Gorman-Chang reminded everyone to ONLY use their PRNC email address for PRNC business. Never use personal email for PRNC business. The worst-case scenario could involve having your personal email subject to examination. Jason Hector agreed, and felt that this should be a rule for PRNC. HostGator (PRNC’s server) has a 30g storage limit; PRNC is currently over 20g. This is an operational issue that should be discussed and resolved.

6. Information Slot – Primer on NC Procedural Issues

- Jasmine has some ideas – yet with merely a minute left, she can discuss these off-line. She distributed Pikto-charts on how motions and amendments should be processed
- Jasmine also distributed a double-sided “Brown Act Advice” sheet, which included sample scripts to be used in meetings for:
  - Greetings
  - Self-introduction
  - Overview of Agenda
  - Overview of Speaker Cards and Public Comment
  - Rules of Decorum/Code of Civility, and
  - Removal Warning

7. BREAK

8. Reporting (Looking Back) and Planning (Looking Ahead) for each Committee

**Outreach**

- Committee member Jason Hector reported (in the absence of the chair and vice chair) that the PRNC Earth Day event was a great success.
- The Outreach Committee recently approved a motion to acquire a video camera and projector for PRNC town hall meetings.
- Future discussions will include holiday events, earth day, fall-festival, event in the park, etc.; these topics are dependent upon the budget.
- Outreach also coordinates the social media of the PRNC. The Webmaster attended a meeting and provided the pros and cons of the PRNC website.

- Issam asked about the website's reach and the size of the Constant Contact database. Stakeholders recently had difficulty logging on to enter their email address. The PRNC website receives 4,000 unique visitors per month, with approximately 8,000 page accesses per month. As of July 2016, the database had 3,642 active legitimate member contacts. That has increased to 3,881 as of June 2017 and 3,926 as of September 2017. The biggest growth was during the Aliso Canyon fiasco.
- The 3,000 contacts represent 10% of the population of Porter Ranch; a good meeting is with thirty attendees, hence merely 1% show up for meetings. This is dangerous, as PRNC ends up talking to each other and it becomes an echo chamber.
- PRNC's Facebook page has gone from 500 to 1,500 contacts, with 300 to 500 posts.
- The "Likes" on PRNC's Facebook page are now 400 to 800, which increases the number of posts, as each "like" creates another post.
- Jason reported that they hope to use Constant Contact's survey capabilities to ask people how they would like to see PRNC's money spent. This survey is included in the \$30/month Constant Contact fee.
- Judith from Chatsworth Neighborhood Council reported that they use robo-calls. However, a recent call came in at 8.07AM; they previously called at 6PM. Issam will request a restriction of when these robo-calls can be transmitted.

### **Sustainability**

- Chair Susan Gorman-Chang began with the quote "we do not own the land, we borrow it from our children and from our ancestors".
- Since initiating the committee in November 2016, the Sustainability Committee meets on the first Tuesday of each month at 6PM at the Porter Ranch Library; the October 2017 meeting will be postponed due to a scheduling conflict
- They hope to increase attendance, membership, and may invite someone from the LADWP to volunteer to join the committee.
- The committee also needs someone who knows SharePoint.
- Although a potential social media landmine, they hope to live-stream their meetings via Facebook.
- The Earth Day event was their largest event of the year; they partnered with other neighborhood councils, as well as the girl scouts.
- The Sustainability Committee has led the drive to replace plastic bottled water with reusable beverage holders.
- The LADWP attended the February PRNC meeting to discuss energy audits. Jason Rondau from LADWP discussed solar power and net metering at the May PRNC meeting.
- LADWP will come to your home for a free energy audit. You do not have to do everything they suggest, but you may get free light bulbs and toilets.
- Porter Ranch and Sylmar are always at the top of the list of days above 90° whereas beach communities are near the bottom of the list. These past 100-years, average temperature has risen 5° in LA due to increased asphalt, etc. There is a cool pavement slurry that can be placed on parking lots and playgrounds [that lack shade]. Perhaps PRNC can partner with the city to install this cool pavement material? The cost is \$40k per mile, per lane, which translates to \$10k per ¼ mile, per lane.

- Susan showed the book, *The Tipping Point* by Malcolm Gladwell. This discusses how social movements get started. Budget Advocate Gary attended a PRNC Sustainability Committee meeting and took one of the PRNC reusable cups to the VANC meeting. Everyone at that meeting loved the idea of the reusable cups; this may spread to other neighborhood councils.
- Sustainability Committee is working on a Net Zero Dashboard which will show data points such as number of residents in Porter Ranch with solar panels. As there are many rooftops, Porter Ranch has the potential to become a NetZero energy community. Susan added that solar technology is always evolving; information from three or five years ago may be out of date.
- Hassan Memarian expressed a few ideas regarding energy efficiency such as window films for shade and reflection efficiency. Perhaps LADWP has a rebate program for that? It is better to get professional installation than do it yourself. They can also do this on cars, as long as it is 75% to 80% effectively viewable.
- Jasmine Elbarbary asked about solar panels and window films on multi-level condominiums; that would need to be determined by the condo's homeowner's association.

### **Beautification**

- Jason Hector reported that they did a presentation on 311 to the Beautification Committee, including a list of the common things in your neighborhood you can put on 311. Jason has nearly 100 posts on 311, including graffiti, stump removal, etc. Don Larson said, This is a great resource for graffiti removal, but it may be faster if you clean or spray over it yourself. As the graffiti is removed quicker, the vandals are less likely to return. Jason has also been dealing directly with the Parks and Recreation Department. In addition to 311, Jason would like to create a method for the community to report on things such as weeds, graffiti, dead trees, etc. The committee hopes to double the number of 311 requests and focus on outreach. As the 311 program is already in process, Don Larson and Glen Wilson (beautification chair for the NWNC) do not want to reinvent the wheel.
- The Beautification Committee meets on the last Tuesday of each month at the Porter Ranch Library; they have a solid group of stakeholders who attend each meeting.
- They host two clean-ups each year, focusing on things such as weed abatement.
- Beautification recently approved hosting a town hall tentatively meeting here at the Porter Valley Country Club on Saturday, November 11. Representatives of Caltrans, CD12, the Parks and Recreation Department, and the Mayor's office are invited.
- Prior to this meeting, they would like to survey the community to learn what they would like.
- It was requested that the Beautification Committee post their mission statement on the PRNC website.
- In addition to his volunteer work with beautification, Don Larson supervises homeless individuals with street maintenance tasks via "Clean Streets, Clean Starts (CSCS)", a 503c organization. A brochure on this west valley project was distributed. His team has already cleared weeds and added mulch to seven medians along Tampa Avenue. The NWNC has contributed \$10k for the drip-line and topiary along Tampa Avenue. Issam expressed concern that this is getting too specific, and not appropriate for this forum. Jasmine Elbarbary felt that Don was here to inspire everyone.
- Don Larson and CSCS screen homeless individuals, and then, in groups of ten, Don puts them to work (like a regular job) in their efforts to take care of streets throughout the west valley. After three hours, Don turns them over to Laura Rathbone who assists them with full-time employment

and housing. The cost is \$33/person per day. They first start with breakfast; afterwards, they are given a \$25 gift card to Vons (which cannot be used for cigarettes, alcohol, or lottery tickets) and bus fare.

- Issam asked what PRNC could do to assist the homeless; the response was money. Homeless liaison Susan Gorman-Chang, who has worked with Laura Rathbone, added that many people complain to PRNC about the trailers and homeless people; moving them elsewhere does not solve the problem.
- David Balen asked about their success rate. Don replied that it was 100% successful in getting ten people at a time off the street. The workers learn that this is a choice. If they show up drunk, they are kicked off the team.
- Don said he would like to assist the PRNC beautification team by installing a flagpole (which he already owns) and watering the Tampa Avenue medians within Porter Ranch. He estimates this may cost a few hundred dollars, as he has already done a similar project near Reseda Boulevard and Parthenia Street.

### Land Use

- Chairman David Balen reported that the Land Use Committee activities have been rather slow, but are expected to pick-up shortly. He has been in touch with the developers regarding the Vineyard and many of its related issues (billboards, sustainability efforts, etc.).
- David is frequently in touch with the Toll Brothers regarding how many new homes are built and sold. They are finishing up with the Bluffs, and opening three new build-outs. These new homes bring traffic issues, and everyone seems concerned about the inadequate schools; there may not be any new schools built in the foreseeable future.
- John Love from Shappell Properties (who handle the commercial developments) will attend the next Land Use Committee meeting on Thursday evening, September 28 at 6PM at the Porter Ranch Library. He will discuss the new Kaiser outpatient clinic, the Vineyard development, and a potential hotel (possibly a Courtyard Marriott or a Hampton Hilton).
- A new horse property is being developed at the top of Mason Avenue near Hidden Creek; this may cause additional traffic, and lead to the eventual westward extension of Sesnon Boulevard. In addition, that area may see a fifty-acre park just south of the Porter Ranch Community School.

### Education

- The Education Committee recently hosted a town hall meeting. Granada Hills High School and Castlebay School are overflowing, yet Chatsworth High has 350 extra opportunities for students. Other topics discussed at the town hall included air monitoring, lack of shade, and updates on emergency plan protocol.
- Education Chairman Jason Hector recently met with Brad Smith (who coordinates the traffic safety, air monitoring, and safety for the LAUSD) along with Principal Victoria Littlejohn from the Castlebay School to discuss speeding and traffic issues around Castlebay.
- David Balen mentioned that the two schools within Porter Ranch are set-up for lock-down (window shades down, doors locked, etc.) within seconds of an emergency.
- The PRNC committees have a great deal of overlap. The Education Committee may want to focus beyond schools, such as adult literacy issues, as presented at the last PRNC meeting on Wednesday, September 13.



### **Safety and Traffic**

- Chairman of the Safety and Traffic Committee, Assad Alnajjar, reported that this committee has met twice with guests from the LAPD, CD12, homeowner's associations, stakeholders, and representatives from the city attorney's office. The key issues are traffic near schools and along Tampa Avenue, Rinaldi Street, Corbin Avenue, and Sesnon Boulevard. Parents too frequently double and triple-park, and the students illegally jaywalk.
- The LAPD reported that a third-party consultant would conduct a traffic study; this may result in an increase in police presence and the usage of lasers, especially along Mason Avenue, Rinaldi Street, and Sesnon Boulevard.
- In addition, speeds frequently do "donuts" along Sesnon and Reseda Boulevards.
- David Balen suggested adding medians to deter street racing and donuts. These will prevent donuts, but medians do not slow racing. Assad feels the Transportation Department should be more involved. As he is a city employee, Assad has been nagging his co-workers about these issues.
- Many streetlights are missing, especially along Rinaldi Street, between Mason and Reseda Avenues.
- Burglaries, theft, and crime have gone down from January to September 2017; this may be due to the active neighborhood watch groups. Captain Liam from LAPD's Devonshire Station chairs a Community Police Advisory Board (CPAB) to further explore crime prevention.
- Jason Hector added that while attending the Congress of Neighborhood Councils, he learned the city attorney's office has a "neighborhood justice" program. This team meets with first-time offenders to get them on the right track. Assad has already met with Jackie Larson of this program; she may be available to attend a PRNC meeting.
- Assad and Gabriel Khanlian are working on the homeless individuals and RVs in the community.
- Jason, Gabriel, and Assad will be at the annual Emergency Preparedness Fair (EPF) on Saturday, October 7. They would like to see a task force/committee of Porter Ranch citizens who are trained to be members of the Community Emergency Response Team (CERT). Perhaps PRNC could host a town hall meeting to discuss this?
- David Balen suggested that PRNC organize CERT training. Assad feels this would be a great idea, and would like to form an ad hoc committee to organize this. There will be sign-up sheets for CERT training at the October 7 EPF. While recruiting for this training, volunteers may ask about someone's medical background, special skills, and CPR knowledge.
- In light of the recent earthquakes, Hassan Memarian added that Southern California is on shaky ground (pun intended); what can we do to assist with communication in the event of a natural disaster?
- Becky Leveque may lead an ad hoc committee to bring an ambulance and/or Red Cross booth to Porter Ranch. The nearest one is near Mason Park, at 10500 Mason Avenue, on the other side of the freeway. In the event of a big earthquake, the freeway may not be passable.
- The PRNC website needs to be updated to include a one-page summary of the Safety and Traffic Committee's mission statement and membership roster.

### **Budget and Finance**

- Chairman Andrew Krowne was not available during this portion of the meeting.



**Aliso Canyon**

- Susan Gorman-Chang is the only PRNC board member on this Aliso Canyon ad hoc committee. As an ad hoc committee, they are not required to have an agenda, yet minutes from their last meeting (held on Monday, September 11) are online.
- They seek funding for permanent fence-line monitoring (visit [fenceline.org](http://fenceline.org) for online viewing); this may cost \$1m. The Air Quality Management District (AQMD) recently received \$5m to \$6m; perhaps they can contribute?
- SoCal Gas’s records are not as accurate as [fenceline.org](http://fenceline.org)’s information; SoCal Gas’s records are rounded down.
- Supervisor Sheila Kuehl serves on the AQMD’s governing board; she, along with the west valley’s Supervisor Kathryn Barger, offers their full support to the citizens of Porter Ranch.

**Rules and Bylaws**

- The Rules and Bylaws Ad hoc Committee did not have any issues to discuss, but they may meet later this year to discuss bylaws revisions.

9. LUNCH

10. Budget for FY2017-18

- It is imperative that the budget process be streamlined; if an event is planned in April, the expenditures should be prepared in January, and voted and approved in February.
- The current budget, as approved in August, is as follows:

|  |          |
|--|----------|
| General and Operations                       |          |
| Office                                       | \$10,925 |
| Outreach                                     | 16,520   |
| Elections                                    | 8,400    |
| Community Improvement Programs (CIP)         | 25,509   |
| Neighborhood Purpose Grants (NPG) (8 x \$1k) | 8,000    |
| TOTAL  | \$69,354 |

- The previous year’s budget was as follows:

| Activity              | Budgeted | Spent  | Difference |
|-----------------------|----------|--------|------------|
| Outreach              | 16,816   | 12,104 | 4,712      |
| Operations            | 17,234   | 21,073 | (3,839)    |
| NPG                   | 2,800    | 3,800  | (1,000)    |
| Community Improvement | 5,150    | 2,840  | 2,310      |
| Elections             | 0        | 0      | 0          |
| TOTALS                | 42,000   | 39,817 | 2,183      |

- Regarding self-assessment, Jason Hector feels that PRNC must add HOW we will achieve these goals, especially increasing the number of stakeholders.
- Stakeholder Lane suggested sending something to the school (not to the children) about what goals they would like for the next year.
- A stakeholder, who is a retired LAUSD administrator, reiterated that Porter Ranch High School is not going to happen. However, Chatsworth High and Birmingham High are Charter Schools.



Birmingham's charter specializes in IT, journalism, the arts, etc. Perhaps Chatsworth High could have a charter school focusing on the sustainability/environmental studies? Currently, the PRCS has Korean immersion.

- This past year, NPGs were issued for the following:
  - Valley Relics Museum (for the Senior Dance)
  - Southern California Disaster Preparedness Fair
  - YMCA was voted, but was not approved
  - An unrecalled issue regarding a school and/or park
- Susan Gorman-Chang presented the self-assessment and metrics within a five-page hand-out, and explained the criticality of saying what you want to say to reflect the identity of the PRNC
- Each committee should highlight their vision and goals.
- For its BIG vision, PRNC will focus its energy and resources on the betterment of our community and the improvement of the quality of life for our stakeholders (changed from residents to include business owners).
- Jason Hector suggested adding the word "Outreach" in there somewhere, but that did not go anywhere.
- Issam reiterated that the city has restrictions regarding performing activities outside PRNC boundaries.
- The final resolution of big goals is as follows:
  1. Enhance the emergency preparedness of the Porter Ranch community. The challenge may be in reaching out to the stakeholders who do not use computers. Actions: Disaster Preparedness Fair and bring speakers to the monthly PRNC meeting. There was a suggestion to hold an emergency preparedness town hall, but this was shot down. Hassan Memarian and David Balen requested to add, "Enhance emergency preparedness via enhanced CERT training".
  2. Build contacts and partner with adjacent neighborhood councils on community improvement projects. Action: Leverage with VANC and reach out to NWNC regarding street cleanup activities and the "Clean Streets" Challenge.
  3. Increase the community's awareness of sustainability programs, projects, and increase the use of sustainable energy resources (although the PRNC cannot endorse sustainable businesses or their practices). Action: Request that webmistress Wendy add sustainability dashboard to the PRNC website.
  4. Increase the number of reached stakeholders by 1,000. The challenge is that stakeholder participation is too low for significant community engagement. PRNC needs to go beyond the conventional approaches to engaging stakeholders.
  5. Survey stakeholders on issues that matter most to them.
  6. Make a concerted effort to increase outreach to the community. The challenge may be that this creates more work for the PRNC; few have the time to write articles for the community's Valley Voice newsletter. Jason suggested developing better physical posting location(s); perhaps Starbucks would be better than where the agenda is currently posted. In addition, increase exposure via the Valley Voice, school community postings, HOAs (perhaps via Ross Morgan), and other distribution channels.



7. Identify and implement four significant community beautification projects. The challenge will be that such projects can be expensive. PRNC should look for innovative approaches to leverage the PRNC budget with other city funds to implement these projects.
8. Contribute to the efforts to address homelessness. The challenge concerns myths and misconceptions. PRNC should break down barriers and encourage people to overcome the stigma of homelessness. Action: Bring a speaker to the monthly PRNC meeting to inform the community and increase awareness of what can be done about homeless challenges. This may include partnering with other neighborhood councils.
9. It was suggested to use education to increase cleanliness awareness.
10. It was suggested to begin the process of updating the PRNC bylaws and website.
11. It was suggested to always conduct ourselves as board members with the utmost respect to fellow board members and stakeholders

11. Calendar Planning

- Andrew Krowne mentioned that the next PRNC meeting, on Wednesday, October 11, should include a presentation of the budget.
- A calendar for FY2017-18 was distributed, showing that the following financial issues should be voted upon or planned in the following months:

|               |   |
|---------------|---|
| October 2017  | Valley Disaster Preparedness Fair<br>Castlebay Lane Elementary Family Fun Day<br>Vote: PRNC Holiday<br>Vote: VANC Forum |
| November 2017 | VANC Forum, "The Future of LA: Planning and Transportation" on 11/9/2017<br>Vote: Stakeholder Mail-In Survey            |
| December 2017 | PRNC Holiday Party/Dinner/Concert (\$5k)<br>Design Mail-In Survey   |
| January 2018  | Mid-Year Financial Report Budget Committee<br>Beautification Town Hall<br>Vote: Approve Mail-In Survey                  |
| February 2018 | Picnic in the Park (<\$8k)<br>Print and Send Mail-In Survey<br>Advertise Mail-In Survey                                 |
| March 2018    | Sustainability Town Hall<br>TBD: Net Zero, Recycling, or Open Space/Tree Ordinance<br>Advertise Mail-In Survey          |
| April 2018    | PRNC Clean-Up and Earth Day Celebration (<\$8k)<br>Analyze Mail-In Survey Results                                       |
| May 2018      | Report Survey Results to PRNC   |
| June 2018     | PRNC Run for Summer 5k and Fair<br>CD12 Hawaiian Festival of the Arts<br>CD12 Senior of the Year Award/Dinner/Dance     |

Committees request the following funds:

|                |   |        |          |
|----------------|---|--------|----------|
| Sustainability | These Come from Trees, Saturday Event with Coffee and Hot Chocolate | \$ 100 | \$12,200 |
|                | Sustainability Appreciation Certificates and Covers                 | 100    |          |



|                              |  |        |          |
|------------------------------|--|--------|----------|
|                              | Website Programming to Create Sustainability Dashboard | 2000   |          |
|                              | ¼-Mile of Cool Pavement                                | 10,000 |          |
| Beautification               | Community Improvement Projects                         |        | 15,000   |
| Safety/Traffic               | Town Hall and Website                                  |        | 3,000    |
| Land Use                     |  |        | 2,000    |
| Education                    | NPG  | 10,000 | 12,000   |
|                              | Operations   | 2,000  |          |
| Outreach<br>(Largest Budget) | Event in the Park                                      |        | 15,000   |
|                              | Earth Day  |        |          |
|                              | Mail-In Survey   |        |          |
|                              | TOTAL  |        | \$59,200 |
|                              | General Operating Costs                                |        | 10,154   |
|                              | GRAND TOTAL  |        | \$69,354 |

- Jason Hector mentioned that PRNC should to do a better job of tracking expenses; perhaps hold a special meeting to discuss this.
- Treasurer Andrew Krowne replied that sometimes, PRNC does not receive adequate funding opportunities.

12. Closing Comments

- Jasmine Elbarbary thanked everyone for their attendance, and reminded everyone to please complete their demographic survey; the link can be found in their profile.
- Issam adjourned the meeting at 2PM.