

Notice of Executive Committee Meeting Minutes and Agenda  
 Thursday, 24th September 2020 @ 7pm  
 Zoom Meeting Online or By Telephone  
 Dial (669)900-6833 to Join the Meeting  
 Then Enter This Webinar ID: 97843661763 and Press #

## AGENDA

**(Abstentions are neither in favor nor in opposition)**

1. Welcome, Call to Order, & Roll Call

**Time: 7:03**

**Present: Estrella, Geri, Robert, Jeannie on a train traveling and reception going in and out for her.**

**Not Present: Jeannie arrived 7:09**

2. Discussion and possible action to approve the HHPNC Executive Committee Meeting Agenda. **Public Comment: Gemma Marquez, proposed items being seen before prior to meeting.**

**Estrella motions to approve the HHPNC Executive Committee Agenda, Geri seconds.**

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Geri	x					
Robert	x					
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Motion carries.**

3. Discussion and possible action to approve the Minutes of the HHPNC Executive Committee Meeting held on July 23rd, 2020.

**Public Comment: Gemma Marquez, Audio made available to new board members or board members not in attendance.**

**Robert moves to approve the minutes of the HHPNC Executive Committee Meeting held on July 23<sup>rd</sup> 2020 Jeannie seconds motion.**

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie			x			
Geri			x			
Robert	x					

<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**Motion carries.**

4. General Public Comment on Non-Agenda Items - Comments from the public on non-agenda items within the Board's jurisdiction (Limited to 10 min, max 2 min per speaker) .None

5. Chair's Report: Welcome, Excited to work together as we define our roles on the committee and making decisions together. I want to collaborate and not make decisions on my own.

6. Discussion and possible motion regarding roles and responsibilities of Executive Committee Officers and responsibilities for monthly Executive meetings, such as printing, posting agenda and moderating Executive Committee Meetings. (15 min)

**Public Comment: Gemma Marquez**

**Geri motions to approve the roles and responsibilities of Executive Committee officers and responsibilities for monthly Executive meetings such as printing, posting agenda and moderating Executive Committee meetings Estrella seconds. 1<sup>st</sup> VIP rules committee 2<sup>nd</sup> VP Outreach Committee and moderator in the Regular Board Meeting, Treasurer Budget Committee Timer for Regular Board Meeting, Secretary posting, printing, roll call for voting items.**

<b>Member</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>	<b>Recused</b>	<b>Ineligible</b>	<b>Absent</b>
<b>Estrella</b>	<b>x</b>					
<b>Jeannie</b>						<b>x</b>
<b>Geri</b>	<b>x</b>					
<b>Robert</b>	<b>x</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Motion carries.**

7. Discussion and possible motion regarding processes for onboarding new board members, in addition to the existing training by DONE. (10 min)

**Public Comment: Gemma Marquez**

**Robert moves to approve the motion regarding the processes for onboarding new board members in addition to the training with DONE Estrella seconds the motion. Function as a board education and welcome to board letter. Feeling overwhelmed with information ideas were Ambassador to new members, buddy system, welcome binder, maybe a check list, help with the email, cheat sheet.**

<b>Member</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>	<b>Recused</b>	<b>Ineligible</b>	<b>Absent</b>
<b>Estrella</b>	<b>x</b>					
<b>Jeannie</b>						<b>x</b>
<b>Geri</b>	<b>x</b>					
<b>Robert</b>	<b>x</b>					
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Motion carries.**

8. Discussion and possible motion regarding weekly update to send board members including possible items such as meetings happening this week and process for moving forward with creating and sending update. (10 min)

**Public Comment: Gemma Marquez**

**Robert moves to approve the motion regarding weekly update, including items as meetings happening this week to send to board members, with the creation and sending update Estrella seconds the motion. Estrella agreed to take this job and create newsletter to inform Board members of meetings, community issues and needed help. Robert spoke about concerns with enabling other to not put forth more effort to get involved. Estrella spoke of keeping it simple, consistent and creating an invitation.**

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Geri	x					
Robert	x					
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Motion carries.**

9. Discussion and possible motion regarding the responsibilities of the website master, Kristina Smith and creation of a plan for communication streams to her. (10 min)

**Public Comment: None**

**Robert motions to approve the responsibilities of the website master Kristina Smith and the plan of communication to her from the board Jeannie seconds the motion. This will remain the same for now. Information to Kristina the web master open to stream of information from others, ie. Committee Chairs for example minutes and agenda, Mary newsletter, resource page and web page, The secretary web page items. This item will continue to evolve.**

Member	For		Against	Abstain	Recused	Ineligible	Absent
Estrella	x						
Jeannie	x						
Geri	x						
Robert	x						
<b>Total</b>	<b>4</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Motion carries.**

10. Discussion and possible action to hold a board training in mid-October with DONE as the guest speaker on topics for the Brown Act, Robert's Rule of Order, and how to get work done in between meetings. (10 mins)

**Public Comment: None**

**Robert motions to amend motion for the Board training with DONE take place in October or November during a weekend. Jeannie seconds the motion. Discussed items and relevant information that would be beneficial to the board. The training would be around 3 hours. The Executive Committee thinks this is a great idea.**

Member	For	Against	Abstain	Recused	Ineligible	Absent
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Estrella	x					
Jeannie	x					
Geri	x					
Robert	x					
Total	4	0	0	0	0	0

**Motion carries.**

11. Discussion and possible action to review and prioritize agenda items submitted for the next HHPNC Regular Board Meeting. (30 mins)

**Public Comment: Gemma Marquez,**

**Robert motions to approve the prioritization of agenda items for next Regular Board Meeting Geri seconds the motion. Finances first, MER from August, tabled and postponed items, food for the community via groceries and Everytable, NPG for Garvanza, Tree, Speedbump and deadline, payments and receipts, ADHOC for Outreach and ADHOC youth and education discussed. Time limit with Public officials, funds and guidelines in agenda.**

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie						x
Geri	x					
Robert	x					
Total	3	0	0	0	0	1

**Motion carries.**

12. New Business: Applications for at large director,

**Public Comment: Gemma Marquez**

13. Adjournment:

**Public Comment: None**

**Geri motions to adjourn the meeting at 9:09 Robert seconds the motion.**

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie						x
Geri	x					
Robert	x					
Total	3	0	0	0	0	1

**Motion carries.**

