CITY OF NORCO
NORCO YOUTH ADVISORY COUNCIL
SPECIAL MEETING MINUTES

Tuesday, October 11, 2016
City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco, CA 92860

CALL TO ORDER: 4:31 P.M.

ROLL CALL:

Present:
Axel Alvarez
Laramie Huffman
Celine Kabbara (arrived 4:34 p.m.)
Brent Kavianian
Jessica Ocampo
Jorgina Strojek
Ashley Tejada
Michael Young

Absent:
Danielle Smith

PLEDGE OF ALLEGIANCE: Member Kavianian

1. **OATH OF OFFICE** - All New Members will be sworn in (Deputy City Clerk)
Deputy City Clerk Diane Germain gave the Oath of Office to all Members present. Council Member Robin Grundmeyer congratulated the newly seated Youth Advisory Council and wished them a successful year.

2. **WELCOME** (Deputy City Manager)
Deputy City Manager/Parks and Recreation Director Brian Petree welcomed and congratulated the Youth Advisory Council Members on the inaugural year of the group. He offered assistance to the group whenever needed, and invited them to attend a Parks and Recreation Commission meeting to further add to their experience.

3. **PRESENTATIONS**:

A. Keeping Track of your Volunteer Hours (Volunteer Coordinator)
Kristen Estrada, Volunteer Coordinator for the City, reviewed procedures on keeping track of volunteer hours; gave examples of where and how hours can be earned; and shared details of the annual end-of-year Volunteer Dinner where the City thanks and celebrates its volunteers, sharing that some individuals earns anywhere from 100-500 volunteer hours.

B. Parliamentary Procedure (City Clerk)
City Clerk Cheryl Link provided an overview of parliamentary procedures. The presentation included information on how a local government works, introducing the City Council and staff the group will get to meet through the year, basic principles and standard order of a meeting and the different types of meetings a local agency may

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have, a summary of the Brown Act, an overview of what is expected from presiding officers such as a Chair, Vice Chair and Secretary.

4. **DISCUSSION / ACTION ITEMS**:

A. Members Introductions:

Each Member took turns introduced themselves, providing a short description of what each look forward to achieve this year.

Deputy City Clerk Germain welcomed everyone, providing a little background on her position, what her department does, and how she will be assisting the Advisory Council throughout the year.

B. Appointments of Chair, Vice Chair and Secretary:

Deputy City Clerk Germain asked for those interested in serving as an officer, Chair, Vice Chair, or Secretary.

Brent Kavianian and Celine Kabbara indicated their interest in serving as Chair.
M/S OCAMPO/YOUNG to appoint Brent Kavianian as Chair for the school year 2016/2017 for the NYAC.

AYES: **ALVAREZ, HUFFMAN, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**
NOES: **KABBARA**
ABSENT: **SMITH**
ABSTAIN: **NONE**

Axel Alvarez and Michael Young indicated their interest in serving as Vice Chair.
M/S TEJADA/KABBARA to appoint Axel Alvarez as Vice Chair for the school year 2016/2017 for the NYAC.

AYES: **ALVAREZ, HUFFMAN, KABBARA, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**
NOES: **NONE**
ABSENT: **SMITH**
ABSTAIN: **NONE**

Jorgina Strojek and Michael Young indicated their interest in serving as Secretary.
M/S TEJADA/KAVIANIAN to appoint Jorgina Strojek as Secretary for the school year 2016/2017 for the NYAC.

AYES: **ALVAREZ, HUFFMAN, KABBARA, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**
NOES: **NONE**
ABSENT: **SMITH**
ABSTAIN: **NONE**

C. Setting of Future Meetings – Frequency, Dates and Times:

Chair Kavianian asked the Members present for suggestions on when and how often to

meet. After much discussion, the Youth Advisory came to an agreement for future meetings.

M/S KABBARA/TEJADA to meet twice a month, on the second and fourth Tuesday of each month, at 6:00 p.m.

AYES: **ALVAREZ, HUFFMAN, KABBARA, KAVIANIAN, OCAMPO, STROJEK, TEJADA, YOUNG**
NOES: **NONE**
ABSENT: **SMITH**
ABSTAIN: **NONE**

5. **NYAC / STAFF COMMUNICATIONS**:
   - Deputy City Clerk Germain invited the Advisory Council to the quarterly Town Hall meeting, scheduled on Monday, October 24, 2016; suggesting the Members attend to get a different outlook on the happenings in the City.
   - Deputy City Clerk Germain suggested that the Members attend a Parks and Recreation Commission meeting in the near future, as the group may be working with this Commission on potential future projects.

ADJOURNMENT Chair Kavianian adjourned the meeting at **5:28 p.m.**