

CITY OF SANTA CLARA
YOUTH COMMISSION MINUTES
September 9, 2014

The City of Santa Clara Youth Commission met for their regularly scheduled meeting on Tuesday, September 9, 2014 at 6:00 pm at the Santa Clara Teen Center, 2446 Cabrillo Avenue, Santa Clara, California.

Present: Commissioners: Samia Abbasi, Ajaipal Chahal, Karla Cisneros, Devleena Das, Sarisha Kurup, Vyvy Nguyen, Tamara Pantic, Sheryl Ratnam, Andrew Rauschhuber, Alyssa Riley, Tara Singh, Michelle Vo, Shana Vu, Ryan Winter, and Ashley Wong

Absent: None

Guests: None

Staff Present: Jennifer Herb, Recreation Supervisor & Staff Liaison
Nan Choi, Teen Librarian

Matters for City Council Action – None

- I. CALL TO ORDER - The meeting was called to order by Jennifer Herb at 6:10 PM.
- II. INTRODUCTION OF GUESTS
- III. Election of Officers – Tabled to October monthly meeting.
- ~~IV.~~ IV. APPROVAL OF MINUTES – No minutes to approve.
- ~~IV.~~ V. CORRESPONDENCE/COMMUNICATIONS – None
- ~~V.~~ VI. SUMMARY OF CITY COUNCIL ACTIONS – None
- ~~VI.~~ VII. OLD BUSINESS
 - A. Review phone, email, and birthday roster – Jennifer Herb provided the Youth Commission with a phone and email list. The Youth Commission checked each document for accuracy. Jennifer Herb will make the correct changes and email to the Youth Commission.
 1. Badge – Jennifer Herb explained that the Youth Commission would be receiving a name badge that they should wear to all events.
 - B. Review 2013-2014 City of Santa Clara Youth Commission accomplishments – Youth Commissioners from last year discussed the list of accomplishments from the 2013-2014 term with the new Youth Commission members.

- C. Review 2014-2015 meeting and activity calendar – Jennifer Herb reviewed the meeting and activity calendar with the Youth Commission. This calendar will be used when the Youth Commission develops their goals for the 2014-2015 term.
- D. Youth Commission Binder
 - 1. By-Laws – Jennifer Herb discussed the new inserts for the Boards and Commissions Hand Book. She informed returning Commissioners to replace the old information with the current information.
 - 2. Brown Act – Jennifer Herb reviewed the Brown Act Policy with the Youth Commission.
 - 3. Parliamentary Procedure – Jennifer Herb discussed and explained the Parliamentary Procedure with the Youth Commission.
- E. Member at Large Program – Returning Youth Commissioners explained the Member at Large program to the Youth Commission, and the difference between a Youth Commissioner and a Member at Large.
- F. Brainstorm 2014-2015 Youth Commission goals – Jennifer Herb asked the Commissioners to come to the September meeting prepared to discuss ideas and have input regarding possible goals for the new term. The Youth Commission will finalize their goals at the September 16 meeting. Their suggestions are as follows:
- G. Youth Commission T-shirts – Jennifer Herb informed the Commissioners that she will work to develop a print concept and report back to the Youth Commission. Commissioner Michelle Vo offered to help with the design.
- H. Sunset Cinema: Back to School Edition, September 19 at the Teen Center – The Teen Center is hosting an outdoor movie, to welcome the students for the new school year. Entrance and movie is free, and food will be available for purchase.
- I. City of Santa Clara Art & Wine Festival – loading/unloading, September 12 & 14 – The Youth Commission will be helping the vendors load and unload their supplies for a fee of \$8.00/load. The money raised will go towards Scholarship fund, sponsored by the Youth Commission. This money will be awarded to deserving juniors and graduating seniors in May.
- J. City of Santa Clara Art & Wine Festival, September 13 & 14 – The Youth Commission will be selling Grilled Cheese and Paninis along with juice boxes in the Food Booth. The money raised will go towards the Scholarship fund, sponsored by the Youth Commission. This money will be awarded to deserving juniors and graduating seniors in May.
- K. At the September 16 meeting, the Youth Commission will discuss the following:
 - 1. Election of officers – Jennifer discussed with the Youth Commission the different positions and the responsibilities that go along with each one. Elections for these positions will take place at the September 16 meeting.
 - 2. Finalize 2014 – 2015 goals.
 - 3. Develop a calendar of events for the 2014-2015 term.
 - 4. Form committees

~~VII.VIII.~~ NEW BUSINESS

- A. City of Santa Clara Art and Wine Festival – Loading and unloading on September 12 & 14; Hot dog booth on September 13 & 14. Finalize sign-ups and schedules.
- B. Halloween Party – Friday, October 31 from 3:00-6:00 PM at the Walter E. Schmidt Youth Activity Center. Youth Commission will be selling concessions during the event to raise funds for the scholarship fund.
- C. Finalize 2014-15 Goals – Youth Commissioners discussed a variety of goals.
- D. Develop Calendar of Events –
- E. Form Committees – Santa Clara’s Got Talent, Politics, Go Green/Go Blue, Teen Friendly Business, and Non-Profit Partnerships were formed.
- F. Brainstorm teambuilding ideas and dates – Tabled.
- G. Youth Commission T-Shirts – Tabled.

IX. PUBLIC PRESENTATIONS – None

- X. ADJOURN – A motion was made by (Youth Commissioner) to adjourn the meeting at 8:56 PM. (Youth Commissioner) seconded the motion. Meeting was adjourned to the next scheduled meeting, Tuesday, October 14, at the Teen Center.

Minutes Prepared by: _____

Jon Kawada
Youth Commission Staff Liaison
Acting Recreation Supervisor