

CITY OF SANTA CLARA
YOUTH COMMISSION MINUTES
August 27, 2013

The City of Santa Clara Youth Commission met for an informational meeting on Tuesday, August 27, 2013 at 6:00pm at the Santa Clara Teen Center, 2446 Cabrillo Avenue, Santa Clara, California.

Present: Commissioners: Samia Abbasi, Ajaipal Chahal, Karla Cisneros, Devleena Das, Jeff Hara, Vyvy Nguyen, Emily Packer, Sheryl Ratnam, Andrew Rauschhuber, Rafal Saeed, Hannah Villalpando, Michelle Vo, Shana Vu, Ryan Winter, and Ashley Wong

Absent: None

Guests: None

Staff Present: Jennifer Herb, Recreation Supervisor & Staff Liaison
Jon Kawada, Recreation Coordinator
Jennifer Yamaguma – City Clerk’s Office

Matters for City Council Action – None

- I. CALL TO ORDER - The meeting was called to order by Jennifer Herb at 6:30 p.m.
- II. INTRODUCTION OF GUESTS – None
- III. APPROVAL OF MINUTES – None
- IV. CORRESPONDENCE/COMMUNICATIONS–
 - A. Archbishop Mitty High School
 - 1. August 30 – Back to School Rally
 - 2. September 5 – Back to School Night
 - 3. September 7 – Back to School Dance
 - B. Bellarmine College Preparatory
 - 1. August 30 – Freshman Mixer with Presentation High School
 - 2. September 4 & 5 – Auditions for the Fall Drama, *Amadeus*
 - 3. September 8 – Jesuit College Faire
 - C. Santa Clara High School
 - 1. August 10 – Senior Bench Painting
 - 2. August 13 – Freshmen Orientation
 - 3. August 17 – Athletic Boosters Fall Athlete BBQ
 - 4. September 3 – RA meeting
 - 5. September 4 – School Site Council meeting
 - 6. September 6 – Club Fair & Football vs. S. San Francisco
 - D. Buchser Middle School
 - 1. August 29 – Back to School Night
 - E. Presentation High School
 - 1. August 28 – Back to School Night
 - 2. August 29 – Club Day/Spirit Festival
 - 3. August 30 – Freshman Mixer with Bellarmine

4. September 3 – Service Faire
- F. Wilcox High School
 1. August 23 – Charger Pride Day
 2. August 30 – Club Faire
 3. September 3- Student Senate meeting
 4. September 4 – Back to School Night
- G. St. Francis High School
 1. August 21- Back to School Night
 2. August 25- Senior Student/Parent College Admissions Workshop
 3. August 29 – Coaches BBQ
 4. September 6 – Back to School Rally
 5. September 7 – Back to School Dance
- V. SUMMARY OF CITY COUNCIL ACTIONS – None
- VI. NEW 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 2012-2013 City of Santa Clara Youth Commission accomplishments – Youth Commissioners from last year discussed the list of accomplishments from the 2012-2013 term with the new Youth Commission members.
 - C. Review 2013-2014 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 2013-2014 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 2013-2014 Youth Commission goals- Commissioners exchanged ideas and input regarding possible goals for the new term. The Youth Commission will finalize their goals at the September 10 meeting. Their suggestions are as follows:
 1. Santa Clara's Got Talent
 2. AED Project
 3. 5k Fun Run
 4. Santa Clara Beautification
 5. Benefit Bingo
 6. Scholarship
 7. Community Garden

8. Candy Drive
 9. Soup Kitchen
 10. Intergenerational Dance
 11. Special Olympics
 12. Outdoor Movies Night
- G. Youth Commission T-shirts – Jennifer Herb asked each Commissioner for a T-shirt color preference. Jennifer will work to develop a print concept and report back to the Youth Commission.
- H. Back to School BBQ & Sunset Cinema, August 30 at the Teen Center – The Teen Center is hosting a Back to School BBQ & Sunset Cinema 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 and Wine Festival – loading/unloading, September 13 & 15 – 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 the Community Service 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 and Wine Festival, September 14 & 15 – The Youth Commission will be selling hot dogs and bratwursts along with juice boxes and chips in the Hot Dog Booth. The money raised will go towards the Community Service Scholarship fund, sponsored by the Youth Commission. This money will be awarded to deserving juniors and graduating seniors in May.
- K. At the September 10 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 10 meeting.
 2. Finalize 2013 – 2014 goals.
 3. Develop a calendar of events for the 2013-2014 term.
 4. Form committees

VII. PUBLIC PRESENTATIONS – None

VIII. ADJOURN – The meeting was adjourned by Jennifer Herb at 7:58 p.m. Meeting was adjourned to the next scheduled meeting, Tuesday, September 10, at the Teen Center.

Minutes Prepared by: _____
Jennifer Herb
Youth Commission Staff Liaison
Recreation Supervisor