

CITY OF SANTA CLARA
YOUTH COMMISSION MINUTES
September 10, 2013

The City of Santa Clara Youth Commission met for their regularly scheduled meeting on Tuesday, September 10, 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, Sheryl Ratnam, Andrew Rauschhuber, Hannah Villalpando, Michelle Vo, Shana Vu, Ryan Winter, and Ashley Wong

Absent: Rafal Saeed - Excused
Emily Packer – Not Excused

Guests: Sufyan Abbasi – Member at Large, student at Wilcox High School

Staff Present: Jennifer Herb – Recreation Supervisor
Nan Choi – Teen Librarian

Matters for City Council Action – None

- I. CALL TO ORDER - The meeting was called to order by Jennifer Herb at 6:20 p.m.
- II. INTRODUCTION OF GUESTS – None
- III. ELECTION OF OFFICERS – The Youth Commission voted and chose the following members to hold office for the 2013-2014 term:
 - A. Chair – Jeff Hara
 - B. Vice Chair – Ajaipal Chahal
 - C. Secretary – Sheryl Ratnam
- IV. APPROVAL OF MAY 14 MINUTES –
 - A. Hannah Villalpando made a motion to amend the minutes with the following changes:
 - III. A – the April is left out. VIII. E – Sheryl Ratnam’s name should be listed.
 - Michelle Vo seconded the motion. Andrew Rauschhuber made a motion to approve the amended minutes, seconded by Ajaipal Chahal.
- V. CORRESPONDENCE/COMMUNICATIONS–
 - A. Library
 - 1. North-side Branch Library update
 - 2. September 10 – October 18, Art Contest, “What will your library look like in 100 years?” Grand prize wins a Nook. Cash prizes for 1st, 2nd, and 3rd place.
 - 3. October 13 – 19, Teen Read Week
 - B. Santa Clara High School
 - 1. September 11 – Back to School Night
 - 2. September 13 – Fall Sports Rally, and Football game vs. Independence
 - 3. September 16 – RA meeting
 - 4. September 18 – Senior Parent Night

5. September 20 – Student vs. Staff Ultimate Frisbee, Fall Play “Glass Menagerie,” and College Faire
 6. September 21 – Fall Play
 7. September 24 - 27, Homecoming week
 8. September 25 – Junior Parent Night
 9. September 26 – Float Making
 10. September 27 – Homecoming Rally, Parade, and football game vs. Piedmont Hills
 11. October 2 – Sophomore Parent Night
 12. October 4 – Latino Heritage Event
- C. Wilcox High School
1. September 20 – Fall Spirit Rally
 2. September 25 – Picture Re-take Day, and Senior Parents meeting
 3. September 27 – Blood Drive
 4. October 1 & 4 – Food Faire
 5. October 7 – Student Senate meeting
 6. October 8 – School Ring Orders
- D. Archbishop Mitty High School
1. September 10 – Immersion Night
 2. September 11 – Parent Night
 3. September 14 – 50th year Celebration
 4. September 18 – School Mass
 5. September 19 & 20, and October 2 – 4, – Visit Mitty Days
 6. September 26 – Java and Jazz
 7. October 2 – AMBA JAMBA & Intramural Basketball
- E. St. Francis High School
1. September 13 – Kick-off BBQ
 2. September 16 - 20, Activity Week
 3. September 24 – Freshman Parent Night
 4. October 1 – Board of Directors meeting
 5. October 5 – SAT
- F. Bellarmine College Preparatory
1. September 15 – Family Mass
 2. September 21 – Mother Jr. Son Retreat
 3. September 27 – Freshman/Sophomore Mixer
 4. September 28 – Junior/Senior Mixer
 5. October 4 – Football Tailgate, Grand Reunion Weekend
- G. Buchser Middle School
1. September 13 – All School Walk-a-Thon
 2. September 27 – 6th Grade Social

VI. SUMMARY OF CITY COUNCIL ACTIONS – none

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 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.

VIII. NEW BUSINESS

- A. City of Santa Clara Art and Wine Festival – loading/unloading, September 13 & 15 – The Youth Commission will be assisting 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.
- B. City of Santa Clara Art and Wine Festival, September 14 & 15 – The Youth Commission will sell hot dogs and bratwursts, 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.

- C. Finalize 2013 – 2014 goals – The Youth Commission revisited their brainstorming from the August 27 meeting. After careful consideration, the Youth Commission chose the following projects for the 2013-2014 term:
1. Santa Clara's Got Talent - The Youth Commission will host the 5th annual Santa Clara's Got Talent as a way to showcase the talent in our community.
 2. A.E.D. (automated external defibrillator) Project – The Youth Commission would like to continue working on their video that they filmed two years ago. Next steps involve editing and a final approval. The purpose of the video is to create a P.S.A. as well as a teaching tool to be used in the schools or by the Fire Department. The hope is that it will help to increase awareness about A.E.D.
 3. Outdoor Movie Night – The Youth Commission would like to host another family movie night out at Don Callejon School in the Spring, as a way to encourage families to do something together.
 4. Fun Run/Walk – The Youth Commission would like to organize a youth event, in conjunction with the "Let's Move" Campaign, as a way to encourage young people to be more active and get outdoors.
 5. Youth Commission Sponsored Community Service Scholarship –
 6. Parent Resource Workshops -
- D. Develop calendar of events – Based on the current commitments of the Youth Commission, the group chose the following tentative dates for their projects.
1. Parent Resource Workshops – November, January, March, May
 2. Fun Run/Walk – November 17
 3. Santa Clara's Got Talent – January 18
 4. Intergenerational Dance – March 15
 5. Community Service Scholarship – April 5
- E. Form committees – Jennifer worked with the Youth Commission to establish committees based on the goals and/or projects of the Youth Commission. Jennifer reminded the Youth Commission that only seven members were allowed to serve on a committee. Committee times were chosen by the Youth Commission. Committee meetings will be held on Tuesday, September 24.
- F. Brainstorm teambuilding ideas and dates – Jennifer asked that Commissioners look at their calendars and let her know what dates they had free. She asked that everyone email her with the dates as well as suggestions for teambuilding.
- G. Halloween Party – Thursday, October 31, 3:00pm – 6:00pm – Jennifer asked the Youth Commission to mark their calendar for the Halloween Party. Commissioners will be selling concessions from the Teen Center Café. Jennifer will have a shift sign-up sheet at the October 8th meeting.

IX. PUBLIC PRESENTATIONS – None

- X. ADJOURN – A motion was made by Develeena Das to adjourn the meeting at 8:27pm. Ajaipal Chahal seconded the motion. Meeting was adjourned to the next scheduled meeting, Tuesday, October 9, at the Teen Center.

Minutes Prepared by: _____

Jennifer Herb
Youth Commission Staff Liaison
Recreation Supervisor