



Diane Collier
Chair

Angel D. Mescain
District Manager

COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Emergency Executive Committee Thursday June 1, 2017 6:00 p.m. Board Office

*** Minutes ***

- Present:** Diane Collier (Board Chair), Judith Febraro, Debbie Quiñones, Candy Vives-Vasquez, Xavier Santiago, La Shawn Henry, Emily Grajales, Marissa Mack, Darlene Jackson (Staff)
- Absent:** Jose Altamirano, Frances Mastrota,
- Excused:** David Giordano, Adem Brija, Shantal Sparks, Holley Drakeford
- Guests:** Yissely Ortiz

- Call to Order and Adoption of Agenda

Chair Diane Collier called the meeting at 6:15P. She announced that this was a special executive meeting to strategize about office operations in Angel's absence. The Chair asks for a motion for Executive Session made by Lashawn Henry and seconded by Candy Vasquez. Judith Febraro made the motion to adopt the agenda which was seconded by Holley Drakeford

- Executive Session
 - Our District Manager Angel had a medical emergency in the office that required ICU hospitalization and post bed rest at home. He expects to return on June 9th. All executives in attendance agree his recovery could take 6 weeks and we should operate accordingly.
 - A motion was made by Judith and seconded by Emily to return to regular session. Chair announced that our new Assistant District Manager Thomas Herrera will start on June 5th Monday afternoon after a morning meeting at the MBPO. The Chair had spoken with him this past Wednesday and briefed him on current office situation. Thomas wanted to attend tonight's meeting but The Chair stated she would just keep him informed until he completes employment papers.
 - The Chair asked Executive members to complete their tasks to assist staff for committee and full board deadlines. Minutes are to be forwarded to Darlene and Thomas 48 hours before full board. Angel normally handled agenda items for his committees, the Chair asked Executives to plan

their discussion items and forward them to staff at minimum a week in advance for upload to website.

Board Secretary Judith Febraro offered to volunteer and assist in the office The Chair stated she will forward for Committee Chairs review preliminary agenda information of committees' presenters Angel had on his whiteboard. She noted that we will not meet that deadline for Public Safety and Housing, but asked those chairs present to provide agenda within 48 hours prior to their June 6th for committees scheduled the week of June 12th, she asked those chairs to review and confirm the info for website upload by the week ending June 9th.

The Chair asked for status on the Rezoning and Sendero applications from Land Use and Rezoning Chairs, Candy Vasquez and Lashawn Henry. Both applications are scheduled to be discussed at the next Land Use meeting. Candy and Lashawn noted they were reconsidering the schedule and would advise next week if there were any changes.

CB11 will be receiving 9 new members. The Chair asked Events Committee Chair Grajales about retreat and plans to include new membership orientation. Ms. Grajales and her committee will be rescheduling the retreat for the fall, and move the annual Barbeque up to July 8th to help foster team building among all board members include our new associates. The Chair mentioned that the board had a new member binder which we had previously given to our new colleagues. She will search the board archives and ask staff to update information.

The Chair asked Treasurer Marissa Mack about pending invoices and monies remaining in end of 2017 fiscal year budget. Marissa will forward information by email and asked Chairs to respond accordingly to her request for invoice. Chair will reach out Angel for info on outstanding orders.

Chair will ask Oversight Chair Shantal Sparks for staffing report at next Executive meeting.

- **Old Business - none**

- **New Business - none**

- **Announcements**
 - CB11 Annual Barbeque Save the Date July 8th
 - CB11 NYCHA forum June 24th

Meeting adjourned at 7:45P as motioned by Lashawn and seconded by Xavier.

DC