



COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Nilsa Orama
Chair

Angel D. Mescain
District Manager

Executive Committee Thursday, April 19, 2018, 7:00 p.m. Board Office

*** MINUTES ***

Present: Jose Altamirano, Adem Brija, Holley Drakeford, Judith Febraro, David Giordano, Alex Kohen, Nilsa Orama, Xavier Santiago, Jeremiah Schlotman, Angel Mescain (staff)

Excused: Lilybelle Gonzalez, Marissa Mack, Shantal Sparks, Candy Vives-Vasquez

Absent: Ryan Sheffield

Guests: Melanee Farrah, Jason Villanueva

1. Call to Order / Adoption of Agenda

Board Chair Orama called the meeting to order at 7:15 pm.

2. Announcements

- Xavier Santiago announced that one of his films was playing at the Manhattan Film Festival and he also announced the launch of "Meme Girls".
- Holley Drakeford announced the Harlem Girls Empowerment Event.
- Angel Mescain reminded all about the Spirit of Service Event.
- Nilsa reminded all about the Opioid Forum being held by Metropolitan Hospital CAB and co-sponsored by CB 11.
- Melanee Farrah graduates on May 3 and will obtain her second Master's Degree in Educational Leadership.

3. Discussions & Presentations

- Importance of assigning someone to liaise with district needs
 - i. Nilsa reiterated the importance of committee representation on the District Needs committee to ensure that the proper information gets back to the committee and helps with the evaluation of the asks and responses given.
- Planning committee end of term presentations/accomplishments

- i. In order for the community and fellow board members to understand what work is being done, Committees should create a summary of work done for the year for presentation at the June full board meeting.
 - ii. Memorializing the work will assist new board members to understand the history and will institutionalize the knowledge of the committee.
- Support of community activities
 - i. Spirit of Service Festival- the importance of Community Board member support of all activities and especially CB 11 workshops and forums was discussed. This assists with outreach and helps with community engagement when the community sees members at their events. The Chair mentioned that it is disturbing when board members do not attend community activities that directly correlate with their committee work.
 - i. The Chair urged all to print out the community board calendar of events so that they can urge their committees to plan to attend events.
 - ii. Angel will check with our website provider regarding event alerts.
- New member orientation
 - i. Onboarding process
 - i. Nilsa stated that she has reviewed the last member orientation packet given out in 2015 and will update and add to it for the new members; members assigned in 2016 and 2017 that were not given orientation packets will also have it available for their use.
 - ii. Event
 - i. Location, date, time, program
 - 1. Angel shared a draft of a program he created for new member onboarding. After discussion, tentative dates of June 2 and 3rd were suggested by Xavier Santiago. David Giordano offered Children's Aid as the venue.
 - iii. Assigning mentors
 - i. Potential mentors will be contacted for assignment to new members.

4. Old Business

- Minutes were discussed; Adem Brija suggested that Licenses and Permits minutes be sent out as soon as they are approved by the Committee Chair so that the board has more than enough time to review the minutes to inform their voting regarding the action items.

5. New Business

- Angel informed the Executive Committee regarding dedicated google emails for committees, office staff and officers of each committee; 20 emails will be available for use.
- Jose Altamirano explained that government entities and other stakeholders can use that dedicated email and it will not be affected by any committee leadership changes.

- David Giordano mentioned that Vice Chair Yolanda Brown will be chairing the Youth and Education Committee when matters regarding the Children's Aid Society come before the committee. She and Elsie will work with the committee regarding and CAS resolutions or letters and David Giordano will recuse himself completely.

6. Adjournment

Xavier Santiago made a motion to adjourn which was seconded by Judith Febraro. The meeting was adjourned at 8:40 pm.