

Outreach Committee Minutes

October 16, 2025, 7:00 PM

Draft

This meeting is being held by the Sunland-Tujunga Neighborhood Council using teleconferencing pursuant to Government Code Section 54953.8(a)(2)(B).

1. WELCOMING REMARKS

- a. **Call to Order**, Melissa Sagastume, 7:05pm
- b. **Roll Call**

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Melissa Sagastume	Present	Yes	Chair
Karen Moran	Present	Yes	Recording Sec, Minute Taker
Leny Freeman	Present	Yes	Region 1 Rep
Sherry McCoy	Present	Yes	Region 2 Rep.
Mikal McEnany	Absent	Yes	Region 3 Rep
Dante Jose Calvo	Absent	Yes	Region 4 Rep
Members of the Community (MC)			
Ross Herman			Member of the Community
Marjorie Maxon			Member of the Community
Cindy Cleghorn			Board Member, MC
Mark Seigel			MC (joined around m7:45pm)
4 present; 1 absent (6 total)			

2. CHAIRPERSON'S REPORT

- a. Congress of Neighborhoods at City Hall on September 27, 2025. Melissa attended the meeting and provided comments about it, including sessions on zero-waste/recycling and emergency preparedness. Melissa appreciated the opportunity to network with other Neighborhood Council members and city representatives.
- b. Monthly Meeting with Ricardo Flores of CD7.
- c. Meeting with ST Forward. Comments were made by Melissa and Ross. Melissa, Leny, Sherry and Cindy commented about Indigenous People's Day and how we can support them in the future.

3. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

- a. Marjorie said they are using funding for plants and November 15th is a planting day (Saturday) if anyone can join; Roger will do a flyer that Outreach can promote.
- b. Ross asked about the newsletter and if his email had been inadvertently deleted because he didn't receive it. Melissa will have Dante check for Ross' email.
- c. Cindy discussed the determination letter for the Verizon 30 ft. tower which is now approved, and the 60 ft. tower for AT&T which we never received early notification for. The 60 ft. tower project people will be invited for the November 10th LUC meeting to present the project, possibly an in-person meeting.
- d. Ross asked if the Board took an official position on Prop 50; Cindy said we did not.

4. ADMINISTRATIVE ITEMS

- a. Motion to Approve Outstanding Minutes. Motion made by Sherry and seconded by Leny. **Vote taken and Motion approved.**
- b. Review and Approve Giveaway Item Proposal - \$5,000 budget approved by the general board on 10/08/25. Melissa went over a draft list of give-aways with prices and pictures. Comments were made by Cindy who thought the items were good. Some items (e.g. First Aid Kit) are too expensive; focus was on the less expensive items. The draft list didn't include shipping/taxes which Melissa will get later. Melissa showed an alternate logo with mountains in the background which might be on the totes. Ross commented that the totes which might be costed in next year's budget. Melissa felt that it might be possible to provide a first aid bag with contents provided separately to reduce the cost/item.

A motion to approve General Giveaways was made by Leny and seconded by Sherry; **a vote was taken which passed.**

A motion to approve Emergency Preparedness Giveaways was made by Sherry and seconded by Leny; **a vote was taken which passed.**

i. General Giveaways

- 1. 4" Magnet
- 2. Pen with Stylus
- 3. Tote
- 4. 4" Chip Clip

ii. Emergency Preparedness Giveaway Ideas

1. First Aid Kits
2. Chapstick
3. Flashlight
4. Whistle

5. OLD BUSINESS

a. Outreach Committee Communication

i. Open for discussion:

1. November Newsletter Ideas. Please submit per Melissa.
2. Request for Graphic Design Help for Social Media. Melissa requested assistance with Graphic Design.

b. Upcoming Events. Melissa developed spread sheets for volunteers for all events, with times for shifts. While volunteers were requested, the General Board will also be asked to support these events.

(https://docs.google.com/spreadsheets/d/1LHv6H3p_9Y6yufuJ6xUv-2jqTGWTTaO14hr9Hn6Yk0M/edit?usp=sharing with access request needed).

i. Verdugo Hills Pool Opening - Oct 25th, from 10am - 4pm.

1. CD7 has offered us a table at the event, we need volunteers. Melissa showed a spreadsheet for volunteers and asked if anyone could help out. Leny volunteered for the early shift (9:30am to 11am, includes set up). 10654 Irma Ave. Table and Chairs will be provided by Rodriguez office.

ii. Halloween Carnival - Sunland Park (October)

1. \$500 budget for candy was approved, and we need volunteers. Table and chairs provided. Ross suggested bringing our own lights. Melissa can do the entire time; Sherry can be there by 6pm. Mark can also help out (4:30-5:30pm).

iii. Holiday Festival Marketplace/Chili Bowl Festival - McGroarty (December 6 & 7).

1. The request for \$1,000 was approved, we will need volunteers. Cindy, Mark and Karen can help.

iv. Tree Lighting - Sunland Park (December)

c. November Meeting - in person.

6. NEW BUSINESS

a. Discussion/ Possible Action: Future Outreach Events

- i. Ideas: In-person sessions. Mark said he is willing to teach a ham radio class (one night a week for 7-8 weeks) if he can get 8 students.
- ii. Community survey feedback. Melissa suggested use of a google form to do an initial survey at this time; Mark agreed.

- b. Requests for possible future agenda items. Sherry suggested looking at events on a calendar; Melissa shared a calendar she has already developed (https://docs.google.com/spreadsheets/d/12Mhw2g0GrjFZMABCvRzrJeEuKPHAYy_3/edit?gid=1669359112#gid=1669359112). The events will go on the STNC calendar per Melissa; Sherry offered to help put on the STNC website.
- 7. **Next Outreach Meeting:** Thursday, November 20th at 6:00 PM in-person with the Beautification Committee. Location is still being finalized per Melissa.
- 8. **ADJOURN. 8:03pm**