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CITY OF SANTA CLARA
YOUTH COMMISSION MINUTES
August 26, 2008

The City of Santa Clara Youth Commission met for an informational meeting on Tuesday, August 26, 2008 at 6:00pm at the Santa Clara Teen Center, 2446 Cabrillo Avenue, Santa Clara, California.

Present: Commissioners: Ferheen Abbasi, Paul Barghouth, Adeeb Chowdhurry, Anthony Danh, Vanessa Harsh, Noama Iftekhar, Jennifer Juniega, Katelyn McInerney, Amisha Patel, Niral Patel, Vy Nguyen, Megan Reynolds and Anya Vo

Absent: None

Guests: Ayumi Gothberg – student at Peterson Middle School

Staff Present: Jennifer Herb, Recreation Supervisor
Jon Kawada, Recreation Coordinator

Matters for City Council Action – None

I. CALL TO ORDER - The meeting was called to order by Jennifer Herb at 6:10 p.m.

II. INTRODUCTION OF GUESTS – Ayumi Gothberg – student at Peterson Middle School

III. CORRESPONDENCE/COMMUNICATIONS–

A. Jennifer Herb requested that the Youth Commission bring their school schedules, so as to make it easier to know what's going on at the schools.

B. Saint Francis
   a. September 5 – BBQ kick off for football
   b. September 13 – Back to School Dance
   c. September 15 – 19, Activity Week/Club Sign-ups

C. Wilcox
   a. September 2 – Club Faire
   b. September 9 – RA Meeting
   c. September 11 & 12 – Drama Production, "The Last Five Years"

D. Santa Clara
   a. September 5 – Fall Sports Rally
   b. September 12 – Club Faire

IV. SUMMARY OF CITY COUNCIL ACTIONS – none

V. NEW BUSINESS

A. Review phone, email and birthday roster – Jennifer provided the Youth Commission with a phone and email list, as well as a monthly calendar. The Youth Commission checked each document for accuracy. Jennifer will make the correct changes and mail to the Youth Commission.

B. Review 2007-2008 City of Santa Clara Youth Commission accomplishments – Jennifer went over the list of accomplishments from the 2007-2008 term.

C. Review 2008-2009 meeting and activity calendar – Jennifer reviewed the meeting and activity calendar with the Youth Commission. This calendar will be used when planning new activities that the 2008-2009 Youth Commission is interested in pursuing.
   1. Discuss meeting format and schedule – Returning Youth Commissioners discussed the following with the new Youth Commission members:
      - Difference between the second and fourth Tuesday, meeting format
      - Difference between excused and unexcused absences
      - Committee meetings
   2. Discuss activities – Jennifer talked about the different activities that are already scheduled for the 2008-2009 Youth Commission. They included:
      - Art & Wine Festival – hot dog booth, hands on arts and crafts and Loading/unloading
      - Youth Activity Center – Halloween Party
      - YAC Social
      - Letters from Santa
      - Tree Lighting Ceremony
      - Easter Egg Hunt
   3. Meals – Returning Youth Commissioners shared with the new Youth Commission that dinner will be provided during the first meeting of the month. Those with a birthday during the month of a meeting will be able to choose the dinner selection. There will be no dinner at the committee meetings.
   4. Badge – Jennifer explained that the Youth Commission would be receiving a name badge that they should wear to all events.
   5. T-shirt – Jennifer explained to the Youth Commission about the YC T-shirts. They will discuss them further at the September 16 meeting.
   6. What to bring to every meeting –Returning Youth Commissioners talked to the new Youth Commission members about the importance of attending every meeting and being prepared by bringing something to write with, a calendar and any other item that the Youth Commission might need to plan activities.

D. By –Laws – Jennifer Herb discussed the By-Laws with the Youth Commission

E. Brown Act – Vanessa Harsh discussed the Brown Act with the Youth Commission

F. Parliamentary Procedure – Jennifer Herb discussed the Parliamentary Procedure with the Youth Commission

G. Member at Large Program – Paul Barghouth explained the Member at Large program to the Youth Commission, and the difference between a Youth Commissioner and a Member at Large.

H. City of Santa Clara Art and Wine Festival – loading/unloading, September 12, 13 & 14 – 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 Scholarship fund. This money will be awarded to deserving juniors and graduating seniors, in May.

I. City of Santa Clara Art and Wine Festival, September 13 & 14 – The Youth Commission will be selling hot dogs and bratwursts along with juice boxes and chips in the Hot Dog booth. They will also be facilitating the hands-on arts and craft booths. The money they raise from these areas will go toward the scholarship fund. This money will be awarded to deserving juniors and graduating seniors, in May.

J. At the September 16 meeting, the Youth Commission will discuss the following:
   1. Brainstorm 2008 – 2009 goals

2. Develop a calendar of events for the 2008-2009 term
3. 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 16 meeting.
4. Brainstorm ideas and a date for Youth Commission teambuilding

K. Back to School BBQ, September 5 at the Teen Center – The Teen Center is hosting a Back to School BBQ to welcome the students for the new school year. Staff will be providing hot dogs, chips and a soda, free of charge.

L. Boards and Commission Recognition dinner – The City will be holding a Boards and Commission Recognition Dinner on October 10, at the Convention Center. Invitations were handed out to the Youth Commissioners.

VI. PUBLIC PRESENTATIONS – None

VII. ADJOURN – The meeting was adjourned by Jennifer Herb at 7:36 p.m. Meeting was adjourned to the next scheduled meeting, Tuesday, September 16, at the Teen Center.

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