

Youth Activities Board Meeting
City Hall Conference Room 224
January 3, 2018
5:00 PM
Meeting Minutes

I. **Roll Call**

Present Members – Tom Rutecki, Bonita Nelson, MK MacNaughton, Liz Brooks, Edric Carrillo, Kathy Tran, Pete Christensen

Absent Members – Joyce Vick

Staff Present – Dave Pusich; Recreation Manager, Ana Corcoran; Administrative Assistant, Kirk Duncan; Parks & Recreation Director

II. **Approval of Agenda** – Mr. Rutecki would like to add Attendance under New Business – Agenda Approved

III. **Public Comments on non-agenda items** – N/A

IV. **Approval of Minutes**-November 14, and December 12, 2017 -

Ms. Brooks had recommended edits to the November 14th and December 12th minutes.

Mr. Rutecki also had recommended edits for the November 14th and December 12th minutes.

V. **Old Business** - Approval of Revised and Updated Request For Youth Activities Grants Youth Activities Program Fund RFYAG #019-001 (action item)

Mr. Rutecki stated that all board members were given the packet at the last meeting and that no changes have been made since then but minor changes can be made if needed. He asked for approval to the document to go forward unless others have any suggestions or comments.

Ms. MacNaughton asked for clarity on the active hours needed since she doesn't understand the language of participant's attendance.

Ms. Nelson gave an example of the process of why it was changed and it was due to confusion between actual participant of the program and an audience that is not involved in the activity/program.

Ms. Brooks asked how present grantees will be notified about the revised application.

Mr. Rutecki stated that meetings are advertised and publicly noted.

Ms. Brooks commented that she had trouble finding the agenda packet and meeting minutes for the meeting.

Vote to approve the revisions as retyped by Ana

Request for Youth Activities Grants Youth Activities Program Fund RFYAG #019-001 has been approved.

Tentative Review Schedule-

Mr. Pusich explained that it is a timeline followed each cycle. The board recommended in that last meeting that once the application changes are approve the grant will be posted to the public on or before January 15th. Email will go out to previous applicants to let them know that the grant is available. Subcommittee grant process has been scheduled.

VI. **New Business** –Contingency Requests :\$ 8,325

Name	Amount Requested	Amount Awarded
Girl Scouts of America – Alaska Robot Rendezvous	\$10,217	\$4,285

Mr. Rutecki stated that there are 12 Girl Scouts who want to participate and are asking for \$3,800 to cover airfare cost. Any suggestions from the board?

Mr. Christensen suggested \$3600, which is \$300 for each girl.

Mr. Rutecki commented that the amount suggested by Mr. Christensen would cover the airfare.

Ms. Brooks would like to amend motion to increase the amount to \$4285, which would cover airfare, event entry, and vehicle transportation.

Ms. Nelson wanted to mention that the Girls scout did not receive grant funding and that should be taken into consideration.

Mr. Christensen asked Mr. Pusich if he can remember a time were the board was not able to fund contingencies due to no funding available.

Mr. Pusich responded that the board has not had that issue. Usually the board will distribute all the funding by end of May or beginning of June.

Mr. Carrillo agreed that the amendment made by Ms. Brooks is reasonable.

Ms. MacNaughton supported proposal and thinks that the board should look into promoting the contingency grant so other groups can apply.

Mr. Rutecki added that since the resolution was added to the application packet it will allow other groups to look into applying for the contingency grant.

The board approved \$4,285 for the Girl Scouts of America towards airfare, event entry and vehicle transportation.

Attendance –

Mr. Rutecki stated that the board has been having trouble with a quorum. He mentioned that if board members say that they will attend a meeting when it is scheduled then later on not confirm their attendance, causes the quorum to not be met, that will be considered an absence.

Ms. Nelson stated that another problem is that liaison board spots are not occupied, which causes an issue with getting a quorum.

Ms. Brooks did not agree that a meeting cancelled due to no quorum should go against board attendance.

Mr. Carrillo asked if it is required for the board to have the numbered quorum.

The Board responded that it is required to have a quorum of 5 for a board of 9.

Mr. Rutecki added that it is important that the board members follow through when they have stated that they will be attending a meeting. He added that he will recommend to the City Clerk's Office that, for this board, a member is considered absent if they say they are coming and then don't show up, unless there are 5 objections.

Mr. Carrillo mentioned that if an emergency comes up that does not allow a member to attend a meeting that it should not go against ones attendance.

Mr. Rutecki stated that as long as the member informs the board about an unexpected emergency ahead of time, it will not go against their attendance.

Mr. Christensen asked what the number of absents are per members.

Mr. Rutecki stated that it is a total of 40% of meetings.

Motion approved to change attendance requirements.

VII. Liaison Reports

- a. JAHC – Nothing at the moment
- b. JSA – Meeting on 1/6/2018 and will elect a representative.

c. PRAC – Nothing at the moment

VIII. **YAB Board Comments –**

Ms. Tran asked for clarification from the last meeting on amending the motion.

Mr. Rutecki commented that he was confused with a reconsideration of the motion since reconsideration can only be done if the motion has been passed.

Mr. Carrillo added that they wanted to withdraw the motion.

Ms. Brooks stated that she is unhappy with the application changes because they will take applicants by surprise. She also added that she does not think that the board did enough to notify applicants of the change or get their input.

Ms. Nelson wanted to remove some of the ambiguous wording in the youth participation section. She wanted to know if there was a procedure to adjust the motion made to re-word that section.

Mr. Carrillo stated the motion can be reconsidered, amend the motion, add the provision and pass the motion.

Mr. Rutecki commented that the motion can be amended.

Ms. Brooks added that the motion has been approved so it cannot be amended.

Mr. Christensen stated that a motion can be made to change a section and the group can vote on just that.

Ms. Nelson motioned to amend C-5 of the RFG #019-001 Plan of Operations (A) 1A - first sentence to include "enrolled in your program" after youth. Leave the second sentence and delete the third sentence. 1B - Add "enrolled in your program" after youth. Leave second sentence and delete last sentence 2- Leave first sentence and delete second sentence. Motion approved unanimous consent.

Ms. MacNaughton commented that she is glad to be part of the board.

Mr. Rutecki commented that sometimes the board will have different opinions, which is good. He continued to add that sometime being part of a board means supporting board decision that one personally does not agree with.

Mr. Christensen commented that the board meeting information was posted online with all required meeting information. He just wanted to clarify since there was a question regarding meeting information posted prior to the meeting.

IX. **Next Meeting** - February 13, 2018

X. **Adjournment** – 6:35PM