

Valerie S. Mason
Chair

Will Brightbill
District Manager



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**The City of New York
Community Board 8 Manhattan
Executive Committee
Monday, February 5, 2024 - 6:30 PM
This meeting was conducted via Zoom.**

MINUTES

Community Board Members Present: Bill Angelos, Elizabeth Ashby, P. Gayle Baron, Michele Birnbaum, Lori Bores, Alida Camp, Sarah Chu, Saundra Coleman, Lindsey Cormack, Rebecca Dangoor, Felice Farber, Ed Hartzog, Sahar Husain, Wilma Johnson, Paul Krikler, Craig Lader, Rebecca Lamorte, Addeson Lehv, John McClement, Jane Parshall, Sharon Pope Marshall, Peggy Price, Elizabeth Rose, Barbara Rudder, Abraham Salcedo, Will Sanchez, Judy Schenieder, Robin Seligson, Cos Spagnoletti, Marco Tamayo, Chuck Warren and Shari Weiner.

**Total Attendance: 32
Members of the Public: 2**

Chair Valerie S. Mason called the meeting to order at 5:30 PM.

1. Chairperson's Introductory Remarks

We are restarting Executive Committee meetings which are provided for in our By-Laws. The intent is to share best practices across all our committees.

2. Committee Housekeeping Matters and Best Practices

- There are too many emails back and forth regarding minutes and agendas, Committee chairs please consolidate all of your comments with respect to meeting minutes and agendas before emailing to the District Office and Board Chair for review.
- Preparation and Submission of Minutes of Committees: –
 - We are instituting a new policy, i.e., we are noting in the minutes how many members of the public are attending in order to track for a variety of reasons, including, in the event we need to go back to in-person meetings only and we need to book rooms. The staff will now send Committee Chairs the approximate count of public attendees the morning after the meeting (rounding to the nearest five attendees).
- If your meeting is covering multiple items, please try and note the time you switch topics, it will be helpful if one goes back to the video to review a particular portion of the meeting.
- Please submit your minutes on a timely basis; the Open Meetings Law requires submission within 2 weeks of the meeting. If it helps, please feel free to let committee members take minutes; it will be a useful exercise for all concerned.
- Your minutes do not have to be extremely detailed, it is only necessary to provide the salient points. If you can get them done in a timely fashion make them as detailed as you like but remember they need not be a full transcript. Please do note any follow-up or action items as well.
- Committee Meeting Agendas:

- ... Agendas serve dual purposes, they tell the public what you will be discussing but they also act as advertisements so the earlier the District Office can post them, the better your meeting can be promoted – it encourages more attendance and better prepared attendees.

3. Coordination of Outside Speakers

- Please let the District Office know as early as possible when you want to book a speaker. Please keep the District Office informed. Please include your committee liason on all emails. We encourage you to use the District Manager and your liason to make all of these contacts and coordinate appearances. If you prefer to make the contacts, again that is ok but please keep the District Office in the loop, it will mean a smoother process for all.

4. Speaking to the Press

Our Bylaws state that only the Chair and District Manager should be talking to the press with respect to Community Board matters. If you are contacted directly, please do not respond, check-in with the Chair and District Manager. Please do not share any materials without obtaining permission from the district office. All documents submitted to the Board are reviewed to redact sensitive information,

If you are speaking to the press you can mention that you are a member of the Community Board but you must be clear that you are expressing personal views and you may not express your views as being those of the public or community at large.

the press is entitled to attend all of our meetings and may be invited to report on any committee meeting.

5. Future Executive Committee Meeting Dates.

We would like to set up a regular Executive Meeting on the fourth Wednesday of the month, at either 5:00 or 5:30. Hopefully, we will not need this meeting every month.

6. Topics for next meeting:

City District Needs Statement – how do we get more input from Committees during the process. We would like the committees to focus on budget priorities sometime in the Spring. We would like more voices in the room, each of our committees and the public should have input. Like to discuss each committee being responsible for their portion of the district needs statement to make it as impactful as possible.

Finding Meeting Times on the Calendar – continue discussion for creating flexibility and room for meetings in our monthly calendar.

Best ways to Address a Resolution – yes, no, yes with conditions, no unless.

The meeting was adjourned at 6:28 PM

Valerie S. Mason, Chair