



**VILLAGE OF EL PORTAL  
VILLAGE COUNCIL  
PUBLIC AFFAIRS COMMITTEE MEETING  
MINUTES  
MONDAY, May 9, 2016  
6:30 PM**

- A. **CALL TO ORDER:** Chairperson Cubillos called the Public Affairs committee meeting to order at 6:36PM
- B. **MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE:** Chairperson Cubillos asked everyone to stand for a moment of silent meditation followed by the pledge of allegiance.
- C. **ROLL CALL:** The Chair asked the Clerk Yenise Jacobi to call the roll.
- Present:** Mayor Claudia V. Cubillos, Chairperson  
Aubrey Brunson, Vice Chairperson  
Councilperson Harold E. Mathis
- Also present:** Basil Binns, Interim Village Manager  
Yenise Jacobi, Village Clerk
- D. **APPROVAL OF AGENDA:** The Chair asked for a motion to approve the agenda with additions and deletions. Councilperson Mathis moved for approval and the Chair seconded the motion. Motion passed by unanimous "aye" vote.
- E. **APPROVAL OF MINUTES:** Minutes for March 7<sup>th</sup>, Public Affairs Committee Meeting were Moved to be approved by Councilperson Mathis, and second by Vice Chair Brunson.
- F. **AGENDA ITEMS:**
- F1. **Tracking Report Review** - Additions, deletions and any amendments made are reflected on the tracking report sheet.
- F1a. **1<sup>st</sup> Annual Jazzin It Up In El Portal-** Vice Chair Brunson explained Flyers are done, Phone Blast to residents is going on May 27<sup>th</sup>, June 3<sup>rd</sup> & June 13<sup>th</sup> Email Blast.
- F2a. **5K RUN/WALK** – Councilperson Mathis stated that he met with Chief and Interim Binns, that everything was ready and in order for the event to be successful.

F2b. Mayor Cubillos added that for the 5K is she is working with big sponsors even to include a Food Truck breakfast.

F3a. **Art Fair-** Mayor Cubillos discussed that she needs to sit with Vimari and Interim Binns to discuss the breakdown.

F4a. **July 4<sup>th</sup>** – Mayor Cubillos recommended to have the 4<sup>th</sup> of July in Horace Mann Field because due to the popularity of the event there needed to be more space to accommodate the residents.

F5a. **Food Truck Night-** Mayor Cubillos said that on May 20<sup>th</sup>, would be the first time the Village would be hosting Food Truck night, that they had about three trucks lined up and should be something to look forward to.

**G. GOOD & WELFARE:** None.

**H. ADJOURNMENT:** Mayor Cubillos asked for a motion to adjourn. Councilperson Mathis moved that the Public Affairs committee meeting be adjourned. Vice Chair Brunson seconded the motion. The motion carried unanimously. Meeting adjourned at 7:12pm

**PUBLIC AFFAIRS COMMITTEE TRACKING REPORT**

ITEM#	ACTIVITY • GOAL • PROJECT	INITIATOR	START	END	STATUS	EXPENSE
1	Website	Mayor Cubillos			Mayor Cubillos pending pictures to be uploaded	
2	Monthly Resident Luncheon	Mayor Cubillos	3/23/2016		March, Dates are to be revised time frame is from 11:30am-1:30pm	
3	Business Card Exchange - Social Mingle	Mayor Cubillos	7/20/2016		Date is set for July 20 time frame is 6:30pm-8:30pm	
4	Welcome Wagon	Vice Mayor Nickerson		TBD	A revision of the pamphlet was discussed and looking into maybe June/July	
5	Newsletter		12/1/2014		July 5/Oct 5/ Jan 5	
6	Ms. Claudia's Book Reading	Mayor Cubillos		TBD		
7	7th Annual Easter Egg Hunt	Mayor Cubillos		3/26/2016	26-Mar-16	
8	6th Annual Village US Armed Forces 2mi Walk	Mayor Cubillos	5/21/2016		7am to begin /Post on website B14Jas	
9	8th Annual July 4th celebration	Mayor Cubillos	7/4/2016			
11	Halloween Party	Mayor Cubillos	10/31/2016		31-Oct	
12	7th Annual Pre-Thanksgiving Luncheon	Mayor Cubillos	TBD	TBD	November	
13	Turkey Giveaway	Mayor Cubillos	TBD	TBD	November	
14	Jazzin Up In El Portal	Brunson	6/18/2016		Flyer	
15	Art Fair	Mayor Cubillos		23-Apr	April 23, from 3pm -7pm Vimari	
16	Movie Night	Brunson	August 17th		Need more information on copyrights	

Mayor Cubillos, Chairperson  
 Councilperson Brunson, Vice Chairperson  
 Councilperson Mathis, Member

7/7/2016