



**CITY OF GILROY
YOUTH COMMISSION
REGULAR MEETING AGENDA**



MONDAY, DECEMBER 11, 2023 | 6:00 PM

GILROY SENIOR CENTER
7371 HANNA STREET
GILROY, CA 95020

Chair: Jaimee Nguyen | **Vice Chair:** Melanie Reynolds
Treasurer: Aiden Francis

Commissioners: Maya Beyret, Sophie Gong, Alfred James, Saed Mustafa, Thanmay Sarath

Staff Liaison: LeeAnn McPhillips, Assistant City Administrator, Vince Bautista, Jr., Recreation Coordinator, Adam Henig, Recreation Manager



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Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this meeting portion begins. Anyone wishing to address the Commission on

any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip and submit it to the Secretary **BEFORE** the Commission takes action on the item.

Materials related to an item on this agenda submitted to the City of Gilroy Youth Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the Recreation Division at Senior Center, 7371 Hanna Street, during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org. The outline for this agenda is as follows:

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **SECRETARY'S REPORT**
5. **APPROVAL OF MINUTES**
 - 5.1. November 13, 2023
6. **INTRODUCTIONS**
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **NEW BUSINESS**
9. **OLD BUSINESS**
 - 9.1. Treasurer's Report for the Youth Commission as of December 5, 2023.
 1. Staff Report: Aiden Francis, Treasurer
 2. Public Comment
 3. Possible Action: Review and accept Treasurer's report as of December 5, 2023.
 - 9.2. Review FY2024 Youth Commission Work Plan
 1. Staff Report: Vince Bautista, Jr. Staff Liaison
 2. Public Comment
 3. Possible Action: Review FY24 Youth Commission work plan and committees report about OpportuniTEEN Fair
10. **AGENDA ITEMS FOR NEXT MEETING**
11. **STAFF/COMMISSIONER COMMENTS**
12. **ADJOURNMENT**
13. **FUTURE MEETINGS**

City of Gilroy
Youth Commission Regular Meeting Minutes
Monday, November 13, 2023 | 6:00 PM

1. **CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

2. **FLAG SALUTE**

The flag salute was led by Chair Nguyen.

3. **ROLL CALL**

Attendance	Attendee Name
Present	Maya Beyret, Commissioner Aiden Francis, Treasurer Sophie Gong, Commissioner Alfred James, Commissioner Saed Mustafa, Commissioner Jaimee Nguyen, Chair Melanie Reynolds, Vice Chair Thanmay Sarath, Commissioner
Absent	None

4. **SECRETARY'S REPORT**

The meeting packet and agenda was posted at the City Hall Kiosk on Thursday, November 9, 2023.

5. **APPROVAL OF MINUTES**

5.1. Monday, October 9, 2023

RESULT: Pass

MOVER: Alfred James, Commissioner

SECONDER Melanie Reynolds, Vice Chair

AYES: Commissioner Beyret, Treasurer Francis, Commissioner Gong, Commissioner James, Commissioner Mustafa, Chair Nguyen, Vice Chair Reynolds, Commissioner Sarath

Commissioner James motioned to approve the October 9, 2023 minutes. Vice Chair Reynolds seconded the motion. Motion passed with a 8-0-0 vote.

6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No public comment.

7. **NEW BUSINESS**

No new business reports.

8. **OLD BUSINESS**

8.1. **Discuss FY2024 Youth Commission Work Plan.**

Below is a summary of the FY2024 Youth Commission Work Plan:

OpportuniTEEN Fair- For this year's OpportuniTEEN Fair, it will be held on Saturday, March 23, 2024, at the Gilroy Civic Center Paseo from 11:30am-2:30 p.m. Wheeler Center Gym will be a backup venue if weather is inclement. The Commission organized the following committees for the event:

- A. Marketing Committee: Melanie, Jaimee, Saed
 - Meeting with staff on November 20 at 6:15pm at the Gilroy Senior Center.
 - Identify point of contacts at local schools: Christopher, Gilroy, and Gilroy Early College Academy
 - Develop a marketing plan through social media.
 - Targeted age groups: 14-18 year olds
 - Create a "Save the Date" flyer (Jaimee)
- B. Vendor Outreach Committee: Aiden, Maya, Jaimee, Saed
 - Meeting with staff on Monday, November 20 at 5:30 p.m. at the Gilroy Senior Center.
 - Reach out to businesses that hire teenagers; companies that offer internships for teens; and teen-focused resource agencies.
 - Seek donations from vendors for event day raffles prizes for participants
 - Compose a letter/email message to possible vendors. Include event information and how to confirm
- C. Event Details Committee: Alfred, Sophie, Thanmay, Melanie
 - Meeting virtual with staff on Monday, November 27 at 6:30 p.m.
 - Research food, music, decoration, raffles, registration, layout
 - Organize event-day assignments for commissioners and volunteers

Each Committee will select a lead representative to share their progress at the Monday, December 11, 2023 meeting.

Senior Tech Day- Staff will create a volunteer spreadsheet for the months of December through April of possible dates to provide digital assistance to seniors at the Senior Center.

Breakfast with Santa- The event is scheduled for Saturday, December 9, 2023, at the Gilroy Senior Center. Commissioners should arrive at 7:45 a.m.

9. **AGENDA ITEMS FOR NEXT MEETING**

The following item will be added to the December regular meeting agenda:

1. Continue to discuss the 2023-24 Youth Commission Work Plan

10. **STAFF/COMMISSIONER COMMENTS**

No comments.

11. **ADJOURNMENT**

Chair Nguyen adjourned the meeting at 7:04 p.m.

I HEREBY CERTIFY that the foregoing minutes were duly adopted at a regular meeting of the Youth Commission of the City of Gilroy.

Vince Bautista, Jr.
Secretary



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Treasurer's Report for the Youth Commission as of December 5, 2023.

Meeting Date: December 11, 2023

From: Aiden Francis, Commission Treasurer

RECOMMENDATION

Review and accept Treasurer's report as of December 5, 2023.

BACKGROUND

When the Youth Commission approved the most recent amendment of their bylaws, it included reactivating the Treasurer position. At the August meeting, the Commission selected Aiden Francis to serve as the treasurer. According to the Bylaws, the treasurer is responsible for maintaining the Youth Commission budget and reporting on said budget balance at each regularly scheduled meeting.

ANALYSIS

The following are the most recent expenses made by the Youth Commission:

- \$263.07 (Youth Commission T-shirts for 23-24 members)

The current balance is \$1,543.66. The Commission should discuss possible upcoming expenditures in order to be able to budget accordingly.

Attachments:

1. Youth Commission Treasurer's Report as of December 5, 2023

801 FUND ANALYSIS

PERIOD ENDING: 6/30/2022

ACCOUNT DESCRIPTION: "Youth Commission"

PREPARER: Vince Bautista, Jr. DATE: 12/4/2023

ACCOUNT # 801-2400-D140-3899

MUNIS: 8005000-47830 80050D140-DEPOSITS

TRANS DATE	DEPOSITOR/ VENDOR	DESCRIPTION	BEGINNING BALANCE +/-	Deposits +	Expenditure -	ENDING BALANCE +
7/1/2021	BEGINNING BALANCE		\$4,858.78			
4/5/2022	One Life Print	Youth commission apparel - sweatshirts/shirts			675.48	\$4,183.30
4/24/2022	Amazon	Pampered Princess supplies			17.42	\$4,165.88
4/24/2022	Amazon	Pampered Princess supplies			327.85	\$3,838.03
12/6/2022	Amazon	Holiday Posada Crafts			258.74	\$3,579.29
12/6/2022	Cal Silk	Youth Commission apparel- sweatshirts/shirts			947.21	\$2,632.08
12/17/2022	Dollar Tree	Jingle bell crafts			42.49	\$2,589.59
12/17/2022	Walmart	Jingle bell crafts			48.58	\$2,541.01
12/9/2022	Amazon	Arts and crafts			32.67	\$2,508.34
12/6/2022	Amazon	Ribbons			8.68	\$2,499.66
12/9/2022	Amazon	Letters to Santa			52.16	\$2,447.50
12/13/2022	Amazon	Christmas stickers			30.44	\$2,417.06
5/1/2023	Amazon	Red Carpet event supplies			73.04	\$2,344.02
5/1/2023	Amazon	Red Carpet event supplies			246.47	\$2,097.55
5/1/2023	Amazon	Red Carpet event supplies			192.13	\$1,905.42
5/2/2023	Amazon	Nail coat- Amazon			17.66	\$1,887.76
5/10/2023	Amazon	YC backdrop for Red Carpet event.			21.81	\$1,865.95
5/12/2023	Walmart	YC Décor and set up			59.22	\$1,806.73
11/14/2023	Mandego Apparel	GYC t-shirts			\$263.07	\$1,543.66

\$3,315.12



City of Gilroy Youth Commission

STAFF REPORT

Agenda Item Title: Review FY2024 Youth Commission Work Plan
Meeting Date: December 11, 2023
From: Vince Bautista Jr., Recreation Coordinator

RECOMMENDATION

Review FY24 Youth Commission work plan and committees report about OpportuniTEEN Fair.

BACKGROUND

At the previous meeting, the Youth Commission established three committees to support the OpportuniTEEN Fair, which will be held on Saturday, March 23 at the Civic Center Plaza. The three committees are:

- **Marketing** (Reynolds, Nguyen, Mustafa)– In charge of reaching out and promoting the event to high school and college-age Gilroy residents.
- **Vendor Outreach** (Francis, Beyret, Nguyen, Mustafa) – Contact organizations that need volunteers, businesses that hire teenagers, companies that offer internships, and nonprofits that offer resources beneficial to this age group.
- **Event Details** (James, Gong, Sarath, Reynolds) – Research and organize what is needed for the event. This includes but is not limited to layout design; number of tables and chairs; potential food truck vendors; decorations/theme; raffle prizes; registration process. Also, develop event-day assignments.

Each committee met with a staff member (Bautista or Henig) following the November commission meeting. A representative of a committee will provide an update from their meeting. The meeting notes are attached to this staff report.

In addition, the commission also plans to participate in volunteering for City-organized special events that include Breakfast with Santa (which occurred on December 9), Day of the Child/Kids Discover Arts (April), Bike to Wherever Day (May), and Uvas Creek Cleanup (May).

The Commission also plans to assist older residents in “Senior Tech Day,” where they will assist seniors with using their smart phones and tablets. Commissioners have been sent potential dates to volunteer and will confirm when they are able to assist.

PUBLIC OUTREACH

This agenda report was included in the publicly posted agenda for this meeting.

Attachments:

1. FY24 Youth Commission Workplan
2. OpportuniTEEN Fair: Vendor Outreach Committee
3. OpportuniTEEN Fair: Event Details Committee
4. OpportuniTEEN Fair: Marketing Committee

FY24 Youth Commission Workplan

Workplan Item	Description	Status Update
OpportuniTEEN Fair	Plan a resource fair to conduct outreach and a meet and greet opportunity for City Youth residents. Inform residents about the Commission and the Commissioners' role.	The following committees met and will report their findings at December meeting: Event Details, Vendor, and Marketing
Senior Tech Day	Offer technological assistance for older residents. Commissioners will setup time to support seniors better understand how to use their mobile electronic devices	Next opportunity to volunteer at the Senior Center will be in early January
Participate in youth-focused community events	Participate in events centered around youth and teens such as Breakfast with Santa (December), Day of the Child (Spring), Bike to Wherever Day (May) and/or Uvas Creek Clean-up (May 2024).	Commissioners will participate in Breakfast with Santa on December 9 at the Senior Center

Adopted at October 9, 2023 meeting

OpportuniTEEN Fair: Vendor Outreach Committee

Program Name	Commissioner/Staff	Type of Organization	Status
Gilroy Gardens	Maya	Business	
Academic & Wellness Center	Maya	Resource	
YMCA Youth Board of Mount Madonna	Jaimee	Volunteer	
Gilroy Foundation	Jaimee	Volunteer	
TeraBats- Coding Club	Jaimee	Internship	
Miss CEO	Jaimee	Internship	
Second Harvest of SV	Aiden	Volunteer	
First Tee	Jaimee	Volunteer	
Downtown Gilroy Business Association	Aiden	Internship	
Pacific Ocean Water Sports	Aiden	Business	
Ciel-Tutoring	Maya	Volunteer	
Leadership Gilroy	Aiden	Internship	
City of Gilroy	Saed	Business/Volunteer/Internship	
Gilroy Library	Aiden	Volunteer	
Community Solutions	Jaimee	Volunteer/Intership	
Saint Louise Hospital	Maya	Volunteer	
Kaiser Hospital	Saed	Volunteer	
Kumon	Maya	Business	
Boy Scouts	Saed	Volunteer	
Gavilan College	Maya	Internship	
Google	Maya	Internship	
Gilroy Center for Arts	Aiden	Volunteer	
Cyber Security TBD	Aiden	Internship	
Costco	Saed	Business	
Starbucks	Saed	Business	

Program Name	Commissioner/Staff	Type of Organization	Status
Rebekah Childrens Services	Saed	Volunteer	
St. Joseph's	Aiden	Volunteer	
Adoption Center Pet Volunteer	Maya	Volunteer	
Jamba Juice	Saed	Business	
Jamba Juice	Saed	Business	
Nike	Aiden	Business	
Barnes and Noble	Maya	Business	
Sixth Street Art Studio	Aiden	Volunteer/Internship	
Swan Aquatics	Adam	Business	

OpportuniTEEN Fair: Event Details Committee

Event Details	Description	Cost	Website/Link	Commissioner	Other ideas	Status
Taco Truck	Food			Alfred	What is our theme?	
Pizza Truck	Food			Vince	Teal/Blue colors	
Small snacks for volunteers/vendors	Food/Candy?	Provided by YC		Alfred		
Kona Ice	Food			Sophie		
Make a playlist (upbeat)	Music	Free		Sophie		
Amazon	Decorations			Sophie		
Dollar Store	Decorations			Thanmay		
Balloon Arch	Decorations			Thanmay		
Friday Flowers	Decorations			Sophie		
Tables	Decorations			City staff		
Map visual	Planning			Sophie		
Raffle	Planning			Vendors		
Recruit volunteers	Planning		CivicRec or Sign-up Genius	Melanie/Vince		
Create a passport	Planning			Alfred		
Souvenirs for vendors?	As a thank you for participating					

OpportuniTEEN Fair

Marketing Committee Meeting

November 20, 2023

OpportuniTEEN Fair, Saturday, March 23, 2024 at the Gilroy Civic Center Paseo from 11:30am-2:30 p.m.

Committee: Melanie, Jaimee, Saed

- Start marketing in January 2024
- Flyer:
 - Jaimee is designing flyer on Canva. Send link for committee members to work on it.
 - QR Code to register for event through Sign-up genius
 - Hand-out & post flyers at school
 - Mention
 - Event is free on flyer
 - Resume workshop (find facilitator)
 - Highlight vendors (who have committed)
 - Games
- Reach out to teachers (see if they can offer extra credit)
- Focus on “Word of mouth”
- Video announcement on CHS & GHS Instagram accounts
- Hang flyers at participating vendor locations
- 30-day countdown – showcase a different vendor in the weeks leading up to the event.
- Reach out to Gavilan.
- 14-days out – table at schools to promote event