

CAB: COMMUNITY ADVISORY BOARD

MEETING MINUTES

Date: August 07, 2025 meeting in person	5:30 pm – 7:30pm	Place: The Chrysalis: Monarch Center for the Arts 1805 Main St, San Diego, CA 92113 Contact / Ricce@environmentalhealth.org
Board Members: Anthony, D’Andre, Dolores, Juan, Jiapsi, Terrell, Absent: Ms. Cynthia, Alex, Juan, Khea, Brenda Board Members present for introduction: N/A EHC Staff Members: Maritza Garcia, Amy Castañeda, Aníbal Méndez Others: N/A		
Chair:	Vice-chair (Minute Taker): Secretary:	Interpreter: Lilia Escalante
Materials to be Reviewed Prior to Meeting: Bylaws & Conflict of Interest Form		
Meeting Objectives: To sign the Bylaws and the Conflict of Interest Form, elect the Executive Board and the CSS representatives, and review and take action on the agenda items listed below.		

Item	Decision Desired	Decision/Next Steps
1. Call to Order, Announcements and Review Agenda	<ul style="list-style-type: none"> Quorum verification Meetings: Will be held in person / Zoom meetings only for subcommittees Agenda Approval Community agreements 	Meeting starts at 5:55pm Welcome from Anibal Approval of Agenda: Motion by Terrell Second by Jiapsi Approved unanimously, no abstentions. Announcements: Future meetings will only be in person.
2. Review of general project topics	<ul style="list-style-type: none"> TCC, RICCE, communities, Organizations 	Request to bring in USD and do a presentation on indicator tracking.

<p>3. Signing of documents</p>	<ul style="list-style-type: none"> • Presentation and signing of Bylaws – 20 min • Conflict of Interest Form – 5 min 	<p>Discussion on how to re-establish good standing.</p> <p>Attendance, Voting, and Participation Criteria (Applies only to regular meetings)</p> <p>Types of Absences</p> <ul style="list-style-type: none"> • Excused absence: <ul style="list-style-type: none"> ○ The Chair is notified before or after the meeting. ○ Follow-up is provided to catch up on the meeting’s information and materials. ○ If it is a single absence, it does not affect good standing and voting rights are maintained. • Unexcused absence <ul style="list-style-type: none"> ○ No communication with the Chair before or after the meeting. ○ Results in the loss of good standing and voting rights. <p>You lose good standing if:</p> <ul style="list-style-type: none"> • You have an unexcused absence • You have two consecutive absences from regular meetings, whether excused or not. <p>Restoring Good Standing</p> <ul style="list-style-type: none"> • You must attend two consecutive regular meetings. • You may vote starting from the second consecutive meeting attended. • During the restoration period, even without voting rights, you still count toward quorum at the start of meetings. <p>Motion by Anthony Second by DeAndre Approved unanimously, no abstentions.</p> <p>Virtual option only for members and needs to be requested. 72 hours’ notice if virtual is being requested.</p> <p>Note: Conflict of interest forms were signed by all present.</p>
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4. Subcommittees elections (1-year term)	<ul style="list-style-type: none"> • Executive Board Elections (Chair, Vice Chair, Secretary) - 30 min • Collaborative Stakeholder Structure (CSS) Subcommittee - 10 min
5. Project updates	<ul style="list-style-type: none"> • Project updates
6. Off-agenda items	<ul style="list-style-type: none"> • 2 minutes per person
7. Next Meeting	<ul style="list-style-type: none"> • Next regular CAB meeting – Nov 2025

<p>A request was made to hold an emergency virtual meeting to elect the following officers:</p> <ul style="list-style-type: none"> • Chair • Vice Chair • Secretary <p>Temporary CSS members:</p> <ol style="list-style-type: none"> 1. Anthony 2. DeAndre 3. Jiapsi 4. Terell 5. Dolores
<ul style="list-style-type: none"> • Community workshop - August 21st
No comments were made outside the agenda.
It was agreed to schedule a follow-up meeting to elect the Chair, Vice Chair, and Secretary. The next regular meeting will be held in November.