



MEMO

To: Mayor and City Council Members

From: Administration Department

Date: May 21, 2025

Re: **Manor Youth Advisory Commission (MYAC)**

December 2024 - April 2025 – Meeting Minutes (Report)

- MYAC Meetings:
 - December 18, 2024
 - January 22, 2025
 - February 11, 2025
 - March 4, 2025
 - April 1, 2025
- MYAC Meeting Minutes are attached below.



City of Manor Youth Advisory Commission

Wednesday, December 18, 2024 at 7:30 PM

Manor City Hall, Conference Room, 105 E. Eggleston St.

MINUTES

CALL OF ORDER by Yalondra Valderrama Santana, MYAC Liaison at 7:49 PM

ROLL CALL by Brittany Lopez, Assistant City Secretary

Commissioners:

- Ameerah A. Hill
- Cami B. Wilton
- Cassius J. Williams
- Farina L. Chandio
- Jemima K. Ntoukap

City Staff:

- Brittany Lopez, Assistant City Secretary
- Yalondra Valderrama Santana, Heritage & Tourism Manager / MYAC Liaison

ANNOUNCEMENTS

a. Introduction of Commissioners:

Five commissioners were introduced to the commission: Ameerah A. Hill, Cami B. Wilton, Cassius J. Williams, Farina L. Chandio, and Jemima K. Ntoukap.

ACTION ITEMS

a. Officers Election - RESULTS

- Chair – Ameerah Hill and Farina Chandio ran for chair. Ameerah Hill won.
- Vice-Chair – Jemima K. Ntoukap, Cassius J. Williams, and Farina Chandio ran for vice-chair. Cassius J. Williams won.
- Secretary – Cassius J. Williams, and Cami B. Wilton ran for secretary. Cami B. Wilton won
- Treasure – Jemima K. Ntoukap, and Cami B. Wilton ran for treasure. Jemima K. Ntoukap won.

There was no further discussion.

DISCUSSION ITEMS

- a. Review the Commission By-Laws and Roberts Rules of Order

The Commissioners were given the By-Laws to review on their own. Yalondra Valderrama Santana, MYAC Liaison, explained the Roberts Rules of Order and informed the commission that they would be taking part in training to learn about the Roberts Rules of Order.

There was no further discussion.

- b. Discussion of Upcoming Projects

- TML Youth Summit 2025 at Beaumont
- Commissioners will bring 2 ideas for their Spring and Summer projects to the next meeting.

There was no further discussion.

- c. Next Meeting Date – Tentative for January

ADJOURNMENT

The Manor Youth Advisory Commission meeting was adjourned at 8:16 pm

APPROVED :

Yalondra Valderrama Santana,
Heritage & Tourism Manager
MYAC Liaison

ATTEST:

Brittany Lopez
Assistant City Secretary



Ameerah A. Hill, Chair, Commissioner
Cassius J. Williams, Vice Chair, Commissioner
Cami B. Wilton, Secretary, Commissioner
Jemima K. Ntoukap, Treasure, Commissioner
Farina L. Chandio, Commissioner

City of Manor Youth Advisory Commission

Wednesday, January 22, 2025 at 6:00 PM

Manor City Hall, Conference Room, 105 E. Eggleston St.

MINUTES

CALL TO ORDER by Yalondra Valderrama Santana, MYAC Liaison at 6:15 PM

PLEDGE OF ALLEGIANCE AND TEXAS FLAG

ROLL CALL by Brittany Lopez, Assistant City Secretary

Commissioners:

- Ameerah A. Hill
- Cami B. Wilton
- Cassius J. Williams
- Farina L. Chandio
- Jemima K. Ntoukap

City Staff:

- Brittany Lopez, Assistant City Secretary
- Yalondra Valderrama Santana, MYAC Liaison

ANNOUNCEMENTS

- Manor Youth Advisory Commission website page is live on the city website.

www.manortx.gov/370/Manor-Youth-Advisory-Commission

APPROVAL OF THE MINUTES

- December 18, 2024, Manor Youth Advisory Commission Meeting

Motion to approve by Commissioner Jemami Ntoukap, second by Commissioner Cassius Williams.
Motion passed unanimously.

ACTION ITEMS

- a. Appoint the Public Relations Officer

Commissioner Farina Chandio was nominated to be the Public Relations Officer. Motion passed unanimously.

DISCUSSION ITEMS

- a. TML Youth Summit 2025 at Beaumont, TX

The commission reviewed the details of the summit including the itinerary, schedule, what to expect, how to pack, meals, transportation, hotel details, group presentation, and the workshops being presented.

- b. Discussion of Spring & Summer Projects/Initiatives

The commission mentioned that they want to create a mural and a community garden for their spring and summer projects/initiatives. The commission will be doing some research about murals and community gardens to present in their next meeting.

The commission will research ideas for their Global Youth Service Day (GYSD) project. GYSD is from April 25th – 27th.

There was no further discussion.

- c. Next Meeting Date – Tentative to February

ADJOURNMENT

The Manor Youth Advisory Commission meeting was adjourned at 6:46 PM

APPROVED:

Ameerah A. Hill, Chair

ATTEST:

Cami B. Wilton, Secretary

YAC Staff:

Brittany Lopez, Assistant City Secretary



Ameerah A. Hill, Chair, Commissioner
Cassius J. Williams, Vice Chair, Commissioner
Cami B. Wilton, Secretary, Commissioner
Jemima K. Ntoukap, Treasure, Commissioner
Farina L. Chandio, Commissioner

City of Manor
Youth Advisory Commission
Wednesday, February 11, 2025 at 6:00 PM
Manor City Hall, Conference Room, 105 E. Eggleston St.

MINUTES

CALL TO ORDER by Ameerah A. Hill, Chair at 6:05 p.m.

PLEDGE OF ALLEGIANCE AND TEXAS FLAG

ROLL CALL by Brittany Lopez, Assistant City Secretary

Commissioner's Present:

Ameerah A. Hill
Cami B. Wilton
Cassius J. Williams
Farina L. Chandio
Jemima K. Ntoukap

City Staff Present:

Yalondra Valderrama Santana, MYAC Liaison
Brittany Lopez, Assistant City Secretary

ANNOUNCEMENTS

a. Introduction of new Commissioners

Kedus Yohannes
Alina Oliveros
Shelia Sanchez
Liana Rivera Santacruz

b. Manor YAC is on Facebook & Instagram: ManorYAC or Manor Youth Advisory Commission
c. February Birthdays - Ameerah Hill, Chair, Commissioner

APPROVAL OF THE MINUTES

- a. January 22, 2025, Manor Youth Advisory Commission Meeting

MOTION: Upon motion made by Commissioner Jemami Ntoukap and seconded by Commissioner Cami Wilton, to approve the minutes. Motion passed unanimously.

ACTION ITEMS

- a. Spring Project

MOTION: Upon motion made by Commissioner Cami Wilton and seconded by Commissioner Jemami Ntoukap, to approve the Spring Project. Motion passed unanimously.

- b. Summer Project

MOTION: Upon motion made by Commissioner Farina L. Chandio and seconded by Commissioner Cami Wilton, to approve the Summer Project. Motion passed unanimously.

DISCUSSION ITEMS

- a. [EmpowerManor-CTX Learning Festival](#) – March 8, 2025, from 9am to 1pm

Yalondra V. Santana, MYAC Liaison, discussed the details of the CTX Learning Festival. It was determined that a table would be set up by Commissioner Chandio, and everyone else would volunteer.

- b. Easter Egg-Heli-Drop – April 19, 2025, from 11am to 3pm

Yalondra V. Santana, MYAC Liaison, discussed the details of the event. It was determined that a table would be set up by Commissioner Chandio, and everyone else would volunteer.

- c. [Global Youth Service Day \(GYSD\)](#) – April 25-27, 2025

Yalondra V. Santana, MYAC Liaison, discussed the Global Youth Service Day. The Manor YAC would research ideas for their Global Youth Service Day (GYSD) project.

- d. Summer leadership training

Yalondra Valderrama Santana, MYAC Liaison discussed future workshops and training.

- e. Next Meeting Date – March 4, 2025, at 6:30 p.m.

There was no further discussion.

ADJOURNMENT

The Manor Youth Advisory Commission meeting was adjourned at 7:21 p.m.

APPROVED:

Ameerah A. Hill, Chair

ATTEST:

Cami B. Wilton, Secretary

YAC ADMINISTRATOR

Scott Moore, City Manager



Ameerah A. Hill, Chair, Commissioner
Cassius J. Williams, Vice Chair, Commissioner
Cami B. Wilton, Secretary, Commissioner
Jemima K. Ntoukap, Treasure, Commissioner
Farina L. Chandio, Commissioner

City of Manor Youth Advisory Commission

Tuesday, March 4, 2025 at 6:30 PM

Manor City Hall, City Council Chambers, 105 E. Eggleston St.

MINUTES

CALL TO ORDER

Chair Ameerah A. Hill called the meeting to order at 6:41 p.m.

PLEDGE OF ALLEGIANCE AND TEXAS FLAG

Chair Ameerah A. Hill led the Pledge of Allegiance and Texas Flag.

ROLL CALL

Commissioner's Present:

Ameerah A. Hill
Cassius J. Williams
Cami B. Wilton
Farina L. Chandio
Jemima K. Ntoukap

Member's Present

Kedus Yohannes

City Staff Present:

Scott Moore, City Manager
Lluvia Almaraz, City Secretary
Brittany Lopez, Assistant City Secretary
Tracey Vasquez, Human Resources
Gloria Rock, Manor Police Department

ANNOUNCEMENTS

- a. Scott Moore informed the YAC that Yalondra V. Santana is no longer with the City of Manor. MYAC will fall under the Administration Department.
- b. March Birthdays-Cami Wilton

APPROVAL OF THE MINUTES

- a. February 11, 2025, Manor Youth Advisory Commission Meeting

MOTION: Upon motion made by Commissioner Farina Chandio and seconded by Commissioner Cami Wilton, to approve the Minutes. Motion passed unanimously.

ACTION ITEMS

- a. Spring Project- Team Building April 20, 2025, The Game Escape Austin

MOTION: Upon motion made by Commissioner Cassius Williams and seconded by Commissioner Jemami Ntoupak, to approve the Spring Project. Motion passed unanimously.

- b. Summer Project-Art Mural

MOTION: Upon motion made by Commissioner Cami Wilton and seconded by Commissioner Farina Chandio, to approve the Summer Project. Motion passed unanimously.

DISCUSSION ITEMS

- a. EmpowerManor-CTX Learning Festival – March 8th from 9:00 a.m. to 1:00 p.m.

City Secretary Almaraz discussed the details of the EmpowerManor event. It was determined that a table would be set up and would need volunteers from commissioners.

- b. Easter Egg-Heli-Drop – April 19th from 11:00 a.m. to 3:00 p.m.

City Manager Moore discussed the details of the Easter Egg-Heli Drop event. It was determined that volunteers would be needed to assist HR Director Tracey Vasquez.

- c. Global Youth Service Day (GYSD) – April 25th-27th

Officer Gloria Rock, discussed the Global Youth Service Day. She invited the YAC group to volunteer for their Global Youth Service Day (GYSD) project on April 26, 2025.

- d. Summer leadership training

City Manager Moore discussed future workshops and training with the City Legal team and City Secretary Almaraz discussed other leadership training opportunities.

- e. Next Meeting Date – April 1, 2025, at 5:30 p.m.

There was no further discussion.

ADJOURNMENT

The Manor Youth Advisory Commission meeting was adjourned at 8:02 p.m.

APPROVED :

Ameerah A. Hill, Chair

ATTEST:

Cami B. Wilton, Secretary

YAC ADMINISTRATOR

Scott Moore, City Manager



Ameerah A. Hill, Chair, Commissioner
Cassius J. Williams, Vice Chair, Commissioner
Cami B. Wilton, Secretary, Commissioner
Jemima K. Ntoupak, Treasure, Commissioner
Farina L. Chandio, Commissioner

City of Manor Youth Advisory Commission

Tuesday, April 1, 2025 at 5:30 PM

Manor City Hall, City Council Chambers, 105 E. Eggleston St.

MINUTES

CALL TO ORDER

The meeting was called to Order by Vice Chair Williams.

PLEDGE OF ALLEGIANCE AND TEXAS FLAG

Vice Chair Williams led the Pledge of Allegiance and the Texas Flag.

ROLL CALL

Secretary Wilton provided the Roll Call.

Commissioner's Present:

Ameerah A. Hill (Absent)
Cami B. Wilton
Cassius J. Williams
Farina L. Chandio
Jemima K. Ntoupak

Member's Present

None

City Staff Present:

Mayor Harvey (Arrived at 5:41 p.m.)
Scott Moore, City Manager
Lluvia Almaraz, City Secretary
Brittany Lopez, Assistant City Secretary

ANNOUNCEMENTS

- a. Mr. Moore announced upcoming city events.

APPROVAL OF THE MINUTES

- a. March 4, 2025, Manor Youth Advisory Commission Meeting

MOTION: Upon motion made by Commissioner Farina Chandio and seconded by Commissioner Jemami Ntoukap, to approve the Minutes. Motion passed unanimously.

ACTION ITEMS

- a. Approval of Sponsorship Letter

No action was taken due to the need for revisions. The revised sponsor letter will be presented at a later date.

DISCUSSION ITEMS

- a. Mandatory Volunteer Opportunities
- b. Community Shred Day Event – Shred for a Cause – April 12th from 9:00 a.m. to 1:00 p.m.
- c. Easter Egg-Heli-Drop – April 19th from 10:00 a.m. to 3:00 p.m.
- d. Global Youth Service Day (GYSD) – Manor Police Department - April 26th from 9:30 a.m. to 2:00 p.m.
- e. Summer leadership training opportunities
- f. Next Meeting Date– May 6, 2025, at 6:00 p.m.

There was no further discussion.

ADJOURNMENT

The Manor Youth Advisory Commission meeting was adjourned at 6:36 p.m.

APPROVED :

Ameerah A. Hill, Chair

ATTEST:

Cami B. Wilton, Secretary

YAC ADMINISTRATOR

Scott Moore, City Manager