

**ENCINO NEIGHBORHOOD COUNCIL  
Executive Committee Meeting  
Wednesday, January 14, 2015  
PROPOSED MINUTES**

**LOCATION:** Encino Community Center Auditorium, 4935 Balboa Blvd.

**PRESENT:** Executive committee members: Todd Rubinstein, Sherman Gamson, Kathy Patterson, Sharon Brewer and Anni Keusseyan.

Also were present, Board member Shelley Rivlin, Alternate Glenn Bailey. Also was present was: Jay Handal from Council to Council.

- 1) **Call to Order, Roll Call, and Determination of a Quorum, Code of Civility, & Reminder of Executive Committee Protocol for those in attendance:** The meeting was called to order by President Todd Rubinstein at 7:09 p.m.
  
- 2) **Approval of the Wednesday, November 19, 2014 Executive Committee Meeting Minutes (Motion required, unless no objections):**  
Anni moved a motion to approve the meeting minutes for November 19<sup>th</sup> meeting, 2<sup>nd</sup> by Sherman. Motion passed 3/0/2.
  
- 3) **Officer's Reports:**
  - a) **President's Report:**
    - i) **Email addresses (@encinonc.org) for ENC officers are now forwarding emails:** Todd mentioned that personal email addresses for all ENC Board members are now available, if interested, need to let Todd know.
    - ii) **Staffing & staffing hours and deadlines for Agendas, etc:** Todd mentioned that ENC has hired a new staff. Nazila's working hours are set as follows: Tuesday thru Friday 11am to 3 pm.
  
  - b) **Vice President's Report:**  
Kathy mentioned that if anyone has any issues with any Agenda items need to reach out to her and Todd as soon as possible.
  
  - c) **Treasurer's Report:** (ENC Funding and Checking Account Updates)
    - i) **Update: 2014 Monthly Expense Report (MER):** Todd mentioned that ENC is behind in submitting its MERs. Once the ENC's previous Treasurer became a lawyer, and due to his new employment opportunity he had to relocate. This has forced George to resign from ENC. Todd said he was working with Sharon Brewer, ENC's new Treasurer to bring everything to current.
  
    - ii) **ENC Funds and Expenses – Union Bank Account Update – Account signatories:** Todd mentioned that Sharon and he have signed all the necessary forms to have the ENC's new checking account and Debit card issued thru Union Bank.
  
    - iii) **Staff hours and payments to Apple One – City Check Payment Tracker Accuracy for 2013/2014 and missing payments:** Todd mentioned that he is working with Apple One in getting all the invoices and payments verification. Jay suggested that if expense allocation is required, to go to the Council office and have the expenses booked to the correct fiscal year.
  
  - d) **Secretary's Report:**
    - i) **Voting on funding matters - were ineligible board members removed from General Board Voting:** Todd mentioned that DONE had published new Roll Call sheet. Anni said she will start using the new form starting in February.

- e) **Sergeant-at-Arm's Report: Updates on Ethics and funding training mandates:** Sherman reiterated that all board members need to comply with DONE and need to keep their Ethics training current. Sherman mentioned that he will send out a reminder emails to all board members / alternates that need to renew their certificates.
    - i) Ethics Training link (NEW): <http://www.fppc.ca.gov/index.php?id=477>
    - ii) Funding Training at: <http://empowerla.org/funding>
    - iii) BONC Code of Conduct Policy – deadline extended to Friday 04/03/2015
    - iv) Lack if attendance by some at Board Meetings: Sherman mentioned that the following should be added to ENC By laws to clarify 'Board members Attendance': ... *if one person missed 4 consecutive meetings* ... It was decided that this should be agendized at the next By Laws meeting.
- 4) **New Business:**
- a) **Food & Refreshments for 12/03/14 General Meeting - - authorize up to \$250.**  
It was discussed and decided to order food from Poquito Mas. A motion was moved by Anni authorizing up to \$250 for food and refreshments, 2<sup>nd</sup> by Sherman. The motion Passed 5/0/0
  - b) **Potential Speakers for Next Board Meetings – Steve Soboroff, LA City Police Commission, LA City Attorney Mike Feuer, Congressman Sherman, Assembly member Matt Dababneh, State Senator Fran Pavley, Seleta Reynolds, New General Manager, LADOT, VICA Speaker.**  
Todd mentioned he would follow up with the above mentioned officials' representatives to check their availabilities.
  - c) **Education Committee grant process and most efficient way to keep track of the submissions; Website, Staff, or otherwise:** Shelly Rivlin, Education Committee Chair, mentioned that she has asked for schools to submit their grant requests by Friday January 16<sup>th</sup>. Shelley mentioned that the Education committee special meeting was scheduled for Saturday January 17<sup>th</sup>, at the Coffee Bean in Encino.
  - d) **Sponsorship – VANC 12<sup>th</sup> Annual Mixer at CBS Studios 3/12/15 – up to \$500 for ENC to sponsor event.** Todd moved a motion to cosponsor the VANC event for up to \$500, 2<sup>nd</sup> by Kathy. Motion passed 5/0/0
  - e) **Greater LA Homeless Count 2015 – LAHSA – Volunteers needed (6,000)**  
Todd mentioned that the LA Homeless count was scheduled for January 29<sup>th</sup>.
- 5) **Old Business:**
- a) **Update: Time-Warner proposal for business class internet service switch to avoid future problems with residential class authorization and access to company when new officers are seated. Authorize up to \$80/month for this service.**  
No new update on this item.
  - b) **Update - Improvement & Infrastructure Committee Implementation (Jason Ackerman and or Bylaws Committee Chair, Sherman Gamson).**  
Todd mentioned that currently the activities for this committee are on hold.
- 6) **Board Seats and Vacancies – Members & Alternates:**
- a) **Other Stakeholders – ENC Website - [http://encinonc.org/home\\_elections.php](http://encinonc.org/home_elections.php)**  
There were no new applications.
  - b) **Vacancies – Area 4 Rep / At Large Rep position**
- 7) **PLU issues & Updates:**
- a) **Balboa Park Terrace on Victory 187U Mixed-Use Live Work Residential Development by Moss between Orange line and Victory Blvd just west of Moss Group 6 Bldg Office Complex.**

Todd said this project was on hold.

**b) Update: 5015-5041 Balboa - 42U – Breaking ground and Excavation**

No updates.

**c) Update (If needed):** No updates

**i) Cell tower (60ft Pine Tree) at 17806 W. Erwin St (Carrier-Verizon)**

Todd mentioned that this application was rejected unanimously at the PLU meeting.

**ii) Cafe Permit & ABC Mediterranean Express (TC Lounge Inc.)**

No updates.

**8) Public Comments: [Non-Agenda Items] within the “Board’s” jurisdiction are limited to TWO MINUTES (2) per speaker. This is a NON-DISCUSSION PERIOD.**

**9) Future meetings:**

**a) Next ENC General Board Meeting: Wed, January 28,2015**

**b) Next ENC Executive Committee Meeting: February 1, 2015**

**c) VANC Planning Forum, Thurs, February 12, 2015 6:30 p.m. SO Hospital – Doctors’ Conf. Room**

**d) LANCC Meeting (HWD City Hall): – Sat, December 6, 2014 at 10:00 am**

**e) BONC Meeting (City Hall): Monday January 12, 2015 (City Hall Downtown LA)**

Todd mentioned the upcoming meetings and encouraged all the members to attend.

**10) Adjournment:** Meeting was adjourned at 9:04 pm

Minutes submitted by Anni Keusseyan, Secretary