

ENCINO NEIGHBORHOOD COUNCIL
Executive Committee Meeting
Wednesday, April 8, 2015
PROPOSED MINUTES

LOCATION: Auditorium – Back Craft Room, 4935 Balboa Blvd.

PRESENT: Executive committee members: Todd Rubinstein, Sherman Gamson, Kathy Patterson, Sharon Brewer and Anni Keusseyan.
Board member Jason Ackerman was also present.

- 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 7:30 pm.
- 2) **Approval of the March 11, 2015 Executive Committee Meeting Minutes (Motion required, unless no objections)**
 - It was decided to table this for the next meeting.
- 3) **Officer's Reports:**
 - a) **President's Report:**
 - i. New Staffing & Staffing hours and deadlines for Agendas, etc.
 - Todd mentioned that Nazila's hours are set now for Tuesday to Friday 11am – 3pm
 - ii. Apple One payments are up to date from 2014 and 2015
 - Todd mentioned that ENC was current in their payments to Apple One.
 - iii. UPDATE – Status of MERs, 2014 Audit, and Process – Budget and Accountant Clerk
 - Todd said that DONE has assigned an Internal Accountant Clerk to overlook our books and help us complete the pending MERs from 2014. They have already billed us for Merlo's services for 8 hours from 02/17 – 02/27.
 - Currently, we are being audited by DONE, and the audit is not complete yet.
 - b) **Vice President's Report:** Committee Chairs and membership
 - i. Chairs: Airport Committee & Public Safety Committee
 - Kathy mentioned that she has reached out to several people for open Chair positions. She is still working on them and she will let us know when she finds out.
 - c) **Treasurer's Report:** ENC Funding and Checking Account Updates
 - UPDATE on Jul-Dec 2014 MERs 3/16/15 Submission & Status
 - UPDATE on Jan & Feb 2015 Monthly Expense Reports (MERs) submission
 - Update on March 2015 MER compilation
 - ENC Funds and Expenses - Union Bank Account Update – Debit Card
 - None
 - d) **Secretary's Report:**
 - Voting on funding matters - were ineligible board members removed from General Board Voting. New Board Voting forms – Funding and Non-Funding:
 - None
 - e) **Sergeant-at-Arm's Report: Updates on Ethics and funding training mandates for Board members and Alternates:** Sherman mentioned that he will send out a reminder emails to all board members / alternates that need to renew their certificates.
 - Ethics Training link (NEW): <http://www.fppc.ca.gov/index.php?id=477>

- Funding Training at: <http://empowerla.org/funding>
- BONC Code of Conduct Policy – deadline extended to Friday 04/03/2015
- Lack of attendance by some at Board Meetings
 - no new updates

4) New Business:

- a) DONE & BONC NC Administrative and 2016 Election Procedures Stipulation Worksheet (Stip Sheet) – By-Laws Committee working on ENC details. Issue with ENC@empowerla.org email
- b) Motion to approve up to \$750 to help co-sponsor ONE Generation Senior Symposium Event on Sat 4/25/15
 - Todd moved a motion to approve up to \$750 to help co-sponsor Senior Symposium, 2nd by Sherman. Motion passed 5/0/0
- c) Food & Refreshments for 4/22/15 General Meeting - - authorize up to \$250 for food and other items
 - Anni moved a motion to approve to spend up to \$250 for food and refreshments, to order Pizza from 'Fresh Brothers Pizza' in Encino, 2nd by Kathy. Motion passed 5/0/0'
- d) Potential Speakers for Next Board Meetings
 - 4/22/15 - LA City Attorney Mike Feuer – Confirmed
 - Todd mentioned that he has confirmed with the LA City Attorney's office that City Attorney Mike Feuer will be our guest speaker at the April 22nd meeting.

5) Old Business:

- a) Update - Improvement & Infrastructure Committee Implementation (Jason Ackerman and or Bylaws Committee Chair, Sherman Gamson)
 - No updates from Jason or Sherman.

6) Board Seats & Vacancies – Members and Alternates

- a) Other Stakeholders – ENC Website - http://encinonc.org/home_elections.php
- b) Vacancies – Area 5 Rep / Area 6 Alternate / other Alternates
- c) Election for Special Meeting or 4/22 General Meeting - At-Large Rep Position
 - Since due to time constraints few agenda items were not completed at the March General Board meeting, it was discussed the need for a special board meeting to complete those tasks (At-Large Rep election – Review/Approve the Stip Sheet – Officers election). After few consideration. A motion was made by Kathy and 2nd by Anni to have the General Board special meeting to be held on Thursday 04/16/2015. Motion passed 4/1/0

7) Committee Reports & Discussion:

- a) By-Laws Committee: Alteration of Absences provision Article V, Section 7.
- b) By-Laws Committee: Selected Organizational Rep provision Article V, Section 1B.
 - 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.

- Board member Jason Ackerman talked about the VANC meeting.

9) Future Meetings:

- Next ENC General Board Meeting: **Wed, April 22, 2015**
- Next ENC Executive Committee Meeting: **Wed, May 13, 2015**

10) Community Events/News:

- See the Agenda for details.

11) Adjournment: The meeting was adjourned at 8:39 pm

Minutes submitted by Anni Keusseyan, Secretary