

ENCINO NEIGHBORHOOD COUNCIL
Executive Committee Meeting
APPROVED MINUTES
December 12, 2012

Location: Encino Community Center, Back Craft Room, 4935 Balboa Boulevard, Encino

Present: Executive Committee members: John Arnstein (left at 9:25 p.m. after Item 9 was discussed), Glenn Bailey, Kathy Moghimi-Patterson, Todd Rubinstein (arrived at 7:35 p.m. during discussion of Item 4), and Kenneth Silk. Board member Jason Ackerman.

1. CALL TO ORDER, DETERMINATION OF QUORUM The meeting was called to order at 7:02 P.M. by President Glenn Bailey and it was determined at the start of the meeting that there was a quorum based on the presence of four officers.

2. MINUTES The Minutes of the last Executive Committee meeting on November 14, 2012 were presented and the Minutes were approved without objection. There was discussion of the Minutes of the October 16, 2012 meeting of the prior Board and a motion was made, seconded and adopted without opposition to table the minutes to the next meeting as they had not yet been emailed out nor posted to the website, although copies had been distributed at the last meeting.

3. NEXT REGULAR BOARD MEETING The President announced that confirmations were received from more than a quorum of 11 Board members or their alternates that they would attend a board meeting on December 26th. He also mentioned that the Council had business that should be conducted before January 23rd, and that some members indicated they preferred to meet on December 26th rather than another date. The President reminded the members that the Board did not take any action at the last Board meeting regarding the date and that it was up to the Board to decide if a regular meeting was to be rescheduled or cancelled. Accordingly, it was determined that the Board would next meet on its regular date of the 4th Wednesday which would be December 26th. Glenn stated important and controversial issues that did not have to be decided before January 23rd might be deferred to the January meeting.

4. BOARD RETREAT There was a consensus that it would be advisable to have a Board Retreat. However, it was suggested that it would be advisable to wait until February for the Retreat so there could be prior committee meetings and, thus, more committee input at the retreat. There was also a discussion of the cost including of refreshments (there was no objection to providing some refreshments) and for the space (there was a suggestion to try to have the Retreat at the Encino Woman's Club). A motion was made by John Arnstein, seconded by Kathy Moghimi-Patterson and adopted by a vote of 4-0-1 with one abstention to recommend that the Board authorize up to \$250 for a Board Retreat.

5. PRESIDENT'S REPORT

A. BOARD VACANCIES It was reported there were no new vacancies nor additional applications received.

B.COMMUNITY IMPACT STATEMENT The President reported DONE was notified of the three officers authorized to have access to file Community Impact Statements and that these officers should receive information about the access.

C. SPACE The President referred to the expected vacancy in January of the building in Encino Park and hearing no objections, he would investigate the possible use of that space by committees, etc.

D WEBSITE & DOMAIN NAME The President referred to the need for renewal of the domain name EncinoCouncil.org and to have the website use the Council's domain name. It was noted that the website did not include the Standing Rules. Members were asked to review the website and make other comments and suggestions.

E. BUSINESS CARDS The President referred to the request of some members for business cards. There was discussion of the cost and it was suggested that cards be printed in Encino if this did not result in more cost than elsewhere. It was noted that the Board could not authorize more than the amount indicated by the agenda, but the Board could authorize less than the amount indicated in the Agenda and the Council could spend less than the amount authorized by the Board. A motion was made by Kathy Moghimi-Patterson, seconded by John Arnstein and adopted by a vote of 5-0-0 to recommend that the Board authorize up to \$420 for business cards.

F. DISBANDING OF AD HOC ELECTION COMMITTEE There was a recognition that the Ad Hoc Election Committee should be disbanded, but this should be deferred until the ENC obtains all the election records and the Committee has reviewed them.

G. CITY HALL EAST PARKING PASS It was reported that through June 30th the Council has one parking pass for Neighborhood Council business and has been offered another pass.

H. 16300 VENTURA BLVD It was reported that a letter will be transmitted reflecting consideration of this matter at the August meeting and that there were no objections thereto.

I. 17100 VENTURA BLVD. It was reported that a letter will be transmitted reflecting consideration of this matter at the November meeting and the Board's support thereof.

J. MAYOR'S COMMUNITY BUDGET DAY The President reported he and other members attended the November 17, 2012 Budget Day. Region 3 elected two new Budget Advocates. The President stated he would put Budget Advocates on the monthly Board agenda.

K. NPS RIM OF THE VALLEY CORRIDOR SPECIAL RESOURCE STUDY The President referred to this study which may expand the recreational area to include all of Encino, but stated it did not have eminent domain. A copy of the study was passed around. Will be agendized for December 26 meeting with an emphasis on Los Encinos SHP and the Sepulveda Basin.

L. NEIGHBORHOOD COUNCIL'S CANDIDATE FORUM The President referred to plans of the Valley Alliance of Neighborhood Councils to sponsor a forum with candidates for Mayor, City Attorney and City Controller. The date of February 23rd was being considered and the forum was expected to be at Valley College from 9:30 a.m. to 12:30 p.m. It was noted that candidates would be more willing and able to come to a forum with most Valley Neighborhood Councils than come to individual council meetings.

M. NEIGHBORHOOD COUNCIL ELECTION SURVEY The President reported 35 surveys were obtained at the last ENC meeting and of a subsequent transmittal of a revised survey online.

N. BONC BEST PRACTICE QUESTIONNAIRE The President expressed concern that there was apparently no response to the BONC Best Practice Questionnaire that was sent to the former Board officer(s). He expressed the belief that there should be a response to at least some questions. Ken Silk agreed to transmit to the Board officers some suggested responses to some of the questions and the Executive Committee will consider the matter at the next meeting.

6. VICE PRESIDENT'S REPORT

A. COMMITTEE CHAIRS- OUTREACH It was reported that Chairs were appointed for all committees except Outreach. Hrag Kitsinian had been asked but had not indicated whether he would serve. It was decided that Vice-President would check with Hrag and if he did not state he would serve by this Friday that Jason Ackerman would be named Co-Chair. There was also discussion regarding having Jason and Debra George as Co-Chairs.

B. COMMITTEE SIGN UPS There was discussion of ensuring that Board members including alternates meet the requirement of being on committees. The Vice-President agreed to forward the emails sent to the Committee Chairs listing the names of those who signed up for each Committee. There was also discussion of recruiting non-Board members (including those who previously served on committees) to serve on committees. It was suggested that former Committee chairs be consulted, and records (including of committee minutes) be reviewed to obtain names of possible committee members.

C. COMMITTEE MEETING SCHEDULE The President referred to avoiding any committee meeting at the same time as the Executive Committee. He also urged committees try to meet at least one week before the Board meeting so that there will be time for proposed recommendations to be on the agenda of the next Board meeting.

7. SECRETARY'S REPORT

A. BOARD MEETING ATTENDANCE It was urged that members and alternates should be reminded about the need to report any arrival after roll call and departure prior to adjournment. The President noted the late arrival of alternates that might not have been recognized by the Secretary and members leaving early. It was suggested that the By-Laws Committee consider what constitutes attendance, when there is a late arrival or early departure. It was also suggested that there should only be voting by members at the table in front of the audience.

B. REVIEW AND DISTRIBUTION OF MINUTES The President suggested that the Secretary send proposed Minutes to members of the Executive Committee.

8. TREASURER'S REPORT There was discussion pertaining to the purchasing card including the President, Treasurer and/or Secretary signing needed resolutions. The President referred to the need for a biannual ENC Equipment Inventory. There was also discussion of the need for an additional working wireless microphone in the Community Center. The President referred to requested for funding \$500 for the Daddy-Daughter Prom on February 15th and expected requests for funding for \$100 for the Valley Alliance Anniversary Event on March 14th and for \$750 for the Senior Symposium on May 18th.

9. SERGEANT AT ARMS REPORT Kathy Moghimi-Patterson discussed efforts to check on the status of compliance with the mandatory ethics training requirement and plans to communicate with ten members who have not yet complied. There was discussion of not allowing members to vote who have not complied as required by the ENC Bylaws.

10. PLANNING AND ASSIGNMENT OF ITEMS

A. Consider for Board meeting program- The L.A. ballot measure for a sales tax increase which the President has been told NCs can not oppose since it was approved by the City Council.

B. Placement on Agenda- (1) Consider possible recommendation regarding the L.A. County Flood Control District Proposed StormWater Runoff Parcel Fee prior to January 15th hearing date. (2) Consideration of San Fernando Valley Water Recycling Project Mitigated Negative Declaration. (3) Consideration of National Park Service Rim of the Valley Corridor Special Resource Study.

C. Referral to Traffic Committee or Retreat-City Planning Department Mobility Plan.

D. Referral to By-Laws Committee- Consideration of Council member Huizar's motion regarding factual basis stakeholders.

E. E-mail- Mayors Budget Survey after it is available

F. Referral to Outreach Committee- Planning for Taste of Encino

11. DRAFT AGENDA-Not separately considered

12. PUBLIC FORUM-Jason Ackerman spoke of the need for bicycle lanes on Balboa.

13. BOARD MEMBER COMMENTS- No separate comments

14. NEXT MEETING The President announced January 9th as the date of the next Executive Committee Meeting.

SPECIAL MEETING

SM 1. CALL TO ORDER At 9:33 A.M. the President called the special meeting to order. There was a quorum based on the attendance of four officers: Glenn Bailey, Todd Rubinstein, Kenneth Silk and Kathy Moghimi-Patterson. Jason Ackerman was also present.

SM 2 PRESIDENT'S REPORT-PICK UP OF ELECTION MATERIAL The President referred to the need for the President or his designee to pick up the Encino NC 2012 election materials pursuant to Section XXIV of the Neighborhood Council 2012 Election Manual. A motion to recommend that the Board authorize this was adopted by a vote of 4-0-0.

SM 3 TREASURER'S REPORT It was reported that Empower LA had a vote by mail fee of \$500 for the Encino NC 2012 election which has not yet been charged or billed.

SM 4 SPECIAL REPORTS

A.WIDENING OF OXNARD ST. The President reported the proposed widening of Oxnard Street between White Oak and Lindley, referred to on the agenda, was deferred earlier this afternoon by the City Council Transportation Committee for two years which will allow ENC to outreach with all parties and provide a thoughtful recommendation.

B. COMMUNITY CARE FACILITY ORDINANCE The President referred to the Community Care Facility Ordinance amendments made by the City Council Public Safety Committee on December 10, 2012 and the ENC Community Impact Statement (Council File 11-0262) and referred this to the PLU Committee.

C.APPOINTMENT OF GRAYCE LIU The President referred to the anticipated appointment of Grayce Liu as permanent General Manager of DONE. There was a consensus consideration of supporting her appointment be placed on the agenda of the December board meeting.

SM 5 ADJOURNMENT At 9:41 P.M. ad motion was made, seconded and adopted without opposition to adjourn the special meeting

COMPLETION OF REGULAR MEETING

15. ADJOURNMENT Following the adjournment of the special meeting the regular meeting resumed. At 9:43 P.M. a motion was made, seconded and adopted without opposition to adjourn.

Submitted by Kenneth Silk, Secretary