



Officers
TODD RUBINSTEIN
President

KATHY MOGHIMI-
PATTERSON
Vice President

ANNI KEUSSEYAN
Secretary

GEORGE JAWLAKIAN
Treasurer

SHERMAN GAMSON
Sergeant at Arms

ENCINO NEIGHBORHOOD COUNCIL
Executive Committee Meeting
APPROVED MINUTES
Wednesday, July 9, 2014

LOCATION: Encino Community Center Back Craft Room, 4935 Balboa Blvd.

PRESENT: Executive committee members: Todd Rubinstein, Kathy Moghimi-Patterson, Sherman Gamson, George Jawlakian, and Anni Keusseyan. Alternates: Sharon Brewer and Glenn Bailey.

1. Call to Order, Roll Call, and Determination of a Quorum, Code of Civility, & Reminder of Exec Committee Protocol for those in attendance: The meeting was called to order by President Todd Rubinstein at 7:06 p.m.

2. Approval of minutes of the previous Executive Board Committee Meeting:

- a. Kathy Patterson moved a motion to approve the minutes from June 11th meeting, 2nd by Sherman Gamson. The motion passed unanimously.

3. Officer's Reports:

a. President's Report:

- Email addresses (@encinonc.org) for ENC officers are now forwarding emails: Todd mentioned that personal email addresses for ENC Board members are now available, if interested, need to let Todd know.
- Todd also mentioned that the new Fiscal year started July 1st, and our 2014/2015 budget packet is due September 1st.
- He also mentioned that, the By-Laws amendment requests are currently being accepted until May 2015.to be submitted
- Todd mentioned that there are 2 different types of Board Member absences; Excused and Unexcused. And only 3 absences are acceptable in 1 year. Our By-Laws committee perhaps needs to revisit this rule and modify it as needed.
- Todd also mentioned that he will request Checking Account Training for 3rd Monday.

b. Vice President's Report:

- Kathy Patterson mentioned that couple of the committees has not yet met, and urged that the committees that have not yet met need to schedule their meetings soon. She mentioned that the By-Laws Committee's meeting was set for July 21st.
- Kathy mentioned that posting of the meeting agendas should continue at its current location, the Coffee Bean coffee shop at the corner of Louise and Ventura Blvd.
- Kathy also mentioned that the Outreach and Volunteer Committee needs to set their meeting soon, and that there was a new stakeholder for the position. The application will be reviewed at the next General Board meeting.

c. Treasurer's Report:

- Update: Checking Account with Union Bank authorized by City Council: George mentioned that the agreement with Union Bank is completed and that DONE is still working on setting individual NC checking accounts.
- P-Card update / ENC Funds and Expenses: George Jawlakian mentioned that the P-Cards have not been issued yet. DONE is still processing the paper work and they should be set and functional soon.

d. Secretary's Report: Voting on funding matters - were ineligible board members removed from General Board Voting. The ineligible Board Members votes will be removed for funding matters vote.

- e. Sergeant-at-Arm's Report: Updates on Ethics and Funding training mandates:
 - Sherman Gamson listed all the individuals that were not yet completed their Ethics training and all members that were not completed their Funding training.
 - Sherman to follow up with those individuals at the next General Board meeting and to request that they complete their necessary training as soon as possible.

4. New Business:

- a. Food & Refreshments for 7/23/14 General Meeting - - authorize up to \$250
 - Todd moved a motion to authorize but not to exceed \$250 to order food from **Poquito Mas** for the next General Board meeting, it was 2nd by Sherman. Motion passed unanimously.
- b. Potential Speakers for Next Board Meetings - Steve Soboroff, LA City Atty Mike Feuer, Congressman Sherman, Assembly member Matt Dababneh, State Senator Fran Pavley
 - There was discussion on who should we invite as our guest speaker for the next meeting, Todd and Kathy to follow up with the above mentioned officials' representatives to check their availabilities.

5. Old Business: Account updates:

- a. Update: Motion for Reconsideration by Sherman Gamson that passed at May 28 General Board Meeting re Standing Rules procedure to notify Stakeholders of PLU projects and impact of vote:
 - Todd recapped the motion for Reconsideration and that it passed at the board meeting. However, when it came time to actually vote on the substantive matter of the Standing Rules governing the PLU projects, Board members were walking out due to the time factor and lost a quorum to vote on that matter. Thus, even though motion for reconsideration passed, the board cannot revisit a motion for reconsideration issue again on that matter, although it would likely have to go back to by-laws committee if General board votes at next meeting for some language tweaking.
- b. Biz cards pricing authorize up to \$300 for 20 sets of 250 at \$10 per set:
 - Todd mentioned that the 1st order was processed and was delivered to the board members. He mentioned again, if interested to let him know.
- c. Carried over from Previous Board Meeting: Reimburse Todd Rubinstein \$96.85 for the purchase of refreshments, ice, cups, water, and drinks for three 2014 ENC General Board Meetings; i.e., March 26 - \$37.50, April 23 - \$18.18, and May 28 - \$41.17. Motion by Kathy passed 3-0-1
 - Kathy mentioned that this item should go back on General Board meetings agenda.
- d. Water LA Project Motion - Presented by Jessica Sanchez at May 28, 2014 Meeting
 - There was a discussion in ref to this, and that the ENC would like to support this initiative. Todd mentioned a motion to support this project will be considered at the next General Board meeting. It was decided to invite Jessica Sanchez to the next General Board meeting.

6. Board Seats and Vacancies – Members & Alternates:

- a. JP Marshall - Is this person still interested:
 - This individual has not yet attended any of the General Board meetings, Executive committee was not sure if this person is still interested. Need to follow up.
- b. Other Stakeholders: None to consider

7. PLU issues & Updates:

- a. 4 Carried over from Previous Board Meeting: 4578 Encino Ave & 4600 Encino Ave Properties - ZA-2014-0439. See 6/25/14 ENC Agenda for full description.
- b. Lakeside Cafe - 16817 Ventura Blvd - Case# ZA-2014-2226-CUB - Application for "sale of full line of alcoholic beverages in conjunction with restaurant
- c. Historic - Cultural Monument - 4097 Valley Meadow Rd - Case# CHC-2014-2281-HCM
 - President Rubinstein gave brief updates on each of the items listed above. He said that these were informational and all these items will be added to agenda and discussed again at the General Board meeting.

8. Public Comments:

- a. Sharon Brewer made general comments, asked about ENC business office hours. Also mentioned that it would be nice if the meeting minutes included the absent members names.
- b. Glenn Bailey made a comment that the temp agency's invoices are not yet posted on DONE's tracking site.

9. Future meetings:

- a. The next General Board Meeting is scheduled for Wednesday July 23, 2014
- b. The next Executive Committee Meeting is scheduled for Wednesday August 13, 2014

10. Adjournment: Meeting was adjourned at 8:21 pm

Minutes submitted by Anni Keusseyan, Secretary