



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
Wednesday, September 10, 2014
APPROVED MINUTES

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

PRESENT: Executive committee members: Todd Rubinstein, Kathy Moghimi-Patterson, Sherman Gamson, and Anni Keusseyan. Alternate: Sharon Brewer was also present.

- 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 7:15 p.m.
- 2) **Approval of the Wednesday, August 13, 2014 Executive Committee Meeting Minutes (Motion required, unless no objections:**
 - a) Kathy Patterson moved a motion to approve the minutes from August 13, 2014 Executive Committee meeting, 2nd by Todd Rubinstein. The motion passed 4/0/0
- 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 ENC Board members are now available, if interested, need to let Todd know. Todd also mentioned that the ENC web hosting monthly charges were \$99.00 and the monthly cost for unlimited 'eblast' would be \$28. These items will be agendaized for future general board meeting for discussion and approval.
 - ii) **Theresa's hours and deadlines for Agendas, etc:** Todd reminded everyone of Theresa's office hours, and reminded to call if her help is needed. Theresa's new office hours:
 - a. Tuesday & Wednesday 11am – 2 pm
 - b. Thursday & Friday 2 pm – 6 pm
 - b) **Vice President's Report:**
 - i) **Committee Chairs and membership:** Kathy reiterated that based on ENC bylaws, the standing committees need to meet at least once a quarter. She said she would be making surprise appearances at the committees meetings. She also mentioned that we need to emphasize more on Outreach committee's activities and need to ask the other committees to collaborate with Outreach committee for some joint ventures. Kathy made the following comments:
 - (a) Parks, Education, Transportation and PLU committees are having their meetings on regular basis.
 - (b) By Laws committee's meeting is scheduled for September 23rd.
 - (c) Airport committee doesn't have anything scheduled, but they will meet soon after the Van Nuys Airport's general meeting.

c) Treasurer's Report:

- i) Update: June, July, and August 2014 Monthly Expense Reports (MERs)
- ii) P-Card update / ENC Funds and Expenses.
- iii) Staff hours and payments to Apple One – City Check Payment Tracker Accuracy for 2013/2014 and potential missing payments
- iv) Y 2014/2015 Budget Package due 9/1/14 - DONE (also see 4f below)
George was not present. Todd gave an update instead. He said the Month end reports were ready and they would be presented to the general board for review and approval. Todd also mentioned that due to his current heavy work load George has submitted his resignation from his position as Treasurer and that this will be discussed further at the general board meeting.

d) Secretary's Report:

- i) **Voting on funding matters - were ineligible board members removed from General Board Voting:** Anni mentioned that when counting votes she is using the ENC Board Members most recent roster that is posted on Empower LA Website

e) Sergeant-at-Arm's Report:

- i) **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 and also attend the special Funding training.

4) New Business:

- a) **Reimburse Anni Keuseyan for incurred expenses for refreshments for June 25th and July 23rd General Board Meeting as follows: 6/26/14 - \$24.43 | 7/27/14 - \$22.90 (combined total \$47.33).** Kathy moved the motion to reimburse Anni, 2nd by Todd. Passed 3Yes, 0No, 1Abstain (Anni).
- b) **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.** This was discussed and was decided to have this item agendized for general board discussion and approval.
- c) **Food & Refreshments for 9/17/14 General Meeting - - authorize up to \$250.** It was discussed and decided to order sandwiches from Jersey Mike's. A motion was moved by Sherman authorizing up to \$250 for food and refreshments, 2nd by Todd. Passed 4/0/0
- d) **Potential Speakers for Next Board Meetings - Bobby Shriver & Sheila Kuehl, Steve Soboroff, LA City Atty Mike Feuer, Congressman Sherman, Assembly member Matt Dababneh, State Senator Fran Pavley.** It was agreed that Todd and Kathy to follow up with the above mentioned officials' representatives to check their availabilities.
- e) **City of Los Angeles Elections Lottery: Does the ENC support a lottery of prizes to encourage the citizens of Los Angeles to vote? Herb Wesson, President of the LA City Council would like input from the NC's. Discussion and vote.** This was discussed but it was decided to have this item agendized for the general board meeting.
- f) **Update: ENC Finance Committee work on revised 2014/2015 Budget.** Todd mentioned that the ENC's new fiscal year budget is ready. It was discussed and approved at the Finance Committee's meeting. The budget will be presented to the general board members for their review and approval.
- g) **Update & Work: Items and requirements for DONE Budget Package**
 - i) **Neighborhood Council Self-Assessment for Fiscal Year 2013-2014**
 - ii) **Neighborhood Council Strategic Plan for Fiscal Year 2014-2015**

- iii) **Neighborhood Council Outreach Survey for Fiscal Year 2014-2014**
- iv) **Neighborhood Council Budget for Fiscal Year 2014-2015**
- v) **Board Vote Count Form**

Todd mentioned that a partial Budget package was submitted to DONE. Todd also said that he has been working with George on completing the entire package. Once complete he will send them to board members for their review and input. He also mentioned that this item will be agendaized for next general board meeting.

5) Old Business:

- a) **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.
- b) **Update: Board referral to By-Laws for potential Standing Rules change or alteration regarding recently passed rule for PLU Projects:** It was agreed on to send this item back to the By Laws committee for reconsideration.

6) Board Seats and Vacancies – Members & Alternates:

- a) **Other Stakeholders – ENC Website - http://encinonc.org/home_elections.php**
- b) **Resignations - Public Safety Chair / Treasurer**
Todd mentioned that there are new vacancies on the ENC board, Public Safety Chair and Treasurer position were vacant.

7) PLU issues & Updates:

- a) **Balboa / Victory Residential Development by Moss between Orange line and Victory Blvd just west of Office Complex:** Todd gave an update on this project and mentioned that it might come to the PLU committee soon.
- b) **Update: 5015-5041 Balboa - 42U – Excavation and impact on Encino Charter Elementary:** There was a discussion in regards to the project and its impact and possible distraction to the school.

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.
No comments.

9) Future meetings:

- a) The next General Board Meeting is scheduled for **Wednesday September 14, 2014**
- b) The next Executive Committee Meeting is scheduled for **Wednesday October 8,, 2014**
- c) VANC Monthly Meeting: - **Thursday August 11, 2014**
- d) Budget Day – **Saturday August 16, 2014**
- e) VANC Candidate Forum: - LA County Supervisor 3rd District Race: **October 9, 2014**
- f) LANCC Meeting: – – **Sat, Sept 6, 2014 / Sat, Oct 4, 2014 at 10:00am**
- g) BONC Meeting (City Hall): - **Tue, Oct 7, 2014** (United Neighborhoods of West Adams, etc)

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

10) Adjournment: Meeting was adjourned at 8:33 pm

Minutes submitted by Anni Keusseyan, Secretary