



Officers

TODD RUBINSTEIN
President

KATHY MOGHIMI-PATTERSON
Vice President

ANNI KEUSSEYAN
Secretary

AL MASS
Treasurer

SHERMAN GAMSON
Sergeant at Arms

Executive Committee Meeting
Wednesday, October 8, 2014
LOCATION: Encino Community Center Back Craft Room,
4935 Balboa Blvd. Encino CA 91316

APPROVED MINUTES

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PRESENT: Executive committee members: Todd Rubinstein, Kathy Moghimi-Patterson, Sherman Gamson, and Anni Keusseyan. Board member Shelley Rivlin and Alternate Sharon Brewer were also present.

- 1) The meeting was called to order by President Todd Rubinstein at 7:00 p.m.
- 2) **Approval of the Wednesday, September 10, 2014 Executive Committee Meeting Minutes (Motion required, unless no objections):** a) Kathy Patterson moved to approve the minutes from September 10, 2014 Executive Committee meeting, 2nd by Anni Keusseyan. 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. ii) Biz cards still available prev authorize up to \$300 for 20 sets of 250 at \$10 per set: Todd mentioned we can still order business cards for board members and alternates. iii) Staffing & staffing hours and deadlines for Agendas, etc: Todd reminded everyone of Theresa's office hours, and reminded to call if her help is needed. Todd also mentioned his concerns about Theresa's work ethics and her availability during her work hours.
b) **Vice President's Report:**
 - i) **Committee Chairs and membership:** Kathy said that all committees have met at least once already. She said she is working closely with the committee chairs and everything is running very smoothly. Kathy also mentioned that the Outreach Chair is doing fantastic job in preparing for the Taste of Encino event.
- c) **Treasurer's Report:**
 - i) Update: September 2014 Monthly Expense Report (MER): Todd mentioned that some of our

pending payments got approved and the payments were processed. 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: DONE funding personnel confirmed that all our approved expenses are going to be paid from last year's budget. iv) FY 2014/2015 Budget Package Update – Submitted end of Sept 2014: Todd mentioned that he has submitted the Funding Package.

d) Secretary's Report:

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

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 and also attend the special Funding training.

4) New Business:

a) Reimburse Mark Levinson \$150.00 for ENC's registration for Taste of Encino. Todd moved to reimburse Mark, 2nd by Anni. Passed 4/0/0

b) Update/Authorize up to \$695.00 from outreach budget for additional Taste of Encino expenditures. Todd moved to approve the expenses for \$695.00, 2nd by Sherman. Motion passed 4/0/0

c) Education committee needs an ad hoc committee created to plan the competitive grant process for funding schools. Shelley discussed the need of revamping schools Grant request applications. She said perhaps we can create an ad hoc committee or call a special meeting for the Education committee to review the old application and either modify/or create a new application. Once the new application is drafted, it will be presented to the general board for review and approval.

d) Designate Community Impact Statement (CIS) filers for board vote. It was discussed and decided to designate Todd Rubinstein and Debra George. Todd moved 2nd by Sherman, passed 4/0/0

e) Food & Refreshments for 10/22/14 General Meeting - It was discussed and decided to order food from Poquito Mas. Kathy moved to authorize up to \$250 for food, 2nd by Todd. Passed 4/0/0

f) Potential Speakers for Next Board Meetings - It was agreed that Todd and Kathy to follow up with the above mentioned officials' representatives to check their availabilities.

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. It was discussed amongst the members and decided to authorize \$80 per month for this service. Sherman moved the motion, 2nd by Todd, passed 4/0/0 b) Update: Board Vote - CIS - 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 (original vote 7-3-1). It was discussed and decided to discuss this at the next General Board meeting.

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 George will be staying until the new treasurer is elected.

7) PLU issues & Updates: a) **Balboa / Victory Residential Development by Moss between Orange line and Victory Blvd just west of Office Complex:** Todd said this will be discussed at the PLU committee meeting. 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: A comment was made that at the Transportation Committee meeting there was a discussion about creating a new permanent standing committee for the Hayvenhurst project, but the consideration was rejected. It was decided that to refer the idea back to the general board for further discussion.

9) Meeting was adjourned at 8:05 pm

Minutes submitted by Anni Keusseyan, Secretary