

Proposed Minutes

ENCINO NEIGHBORHOOD COUNCIL

Executive Committee Meeting

Wednesday May 13, 2015

**Location: Back Craft Room,
4935 Balboa Blvd, Encino Ca 91316**

1. Call to Order, Roll Call: Todd Rubinstein, Kathy Moghimi-Patterson, Sherman Gamson and Al Mass were present. Anni Keusseyan was absent. Quorum is established.
2. Approval of the April 8, 2015 Executive Committee Meeting Minutes (Motion required, unless no objections) The minutes for April 8, 2015 were tabled.
3. Officer's Reports:
 - a. President's Report –
 - i. UPDATE – Status of MERs, 2014 Audit, and Process – Budget and Accountant Clerk President and Treasurer are in contact with Mario and Marlo at DONE to unfreeze the accounts and get the MERs for the remainder of 2014 and January to April 2015 approved. President also reported about possible donation toward the budget advocates. Also, appointment of a couple of representatives was discussed.
 - ii. Update on March 2015 & April 2015 MER compilation. Marlo at DONE is in the process of reviewing these.
 - b. Vice-President's Report - Committee Chairs and membership
 - i. Chairs: Airport Committee & Public Safety Committee VP is trying to pursue a potential stakeholder for the chair of public safety. VP also asked Sergeant of Arms to look into board members who are not members of any committee in violation of bylaws.
 - c. Treasurer's Report - ENC Funding and Checking Account Updates: i. ENC

Funds and Expenses - Union Bank Account Update - Debit Card

- d. Secretary's Report - was absent.
 - e. Sergeant-at-Arm's Report - Updates on Ethics and funding training mandates for Board members and Alternates. Sergeant at Arms discussed his time keeping duties and reported the people who were not in compliance with ethics training/funding training/code of conduct. Pursuant to the last email from Empower LA re code of conduct, those board members who have not signed off on the code of conduct will be removed.
4. New Business:
- a. DONE & BONC NC Administrative and 2016 Election Procedures Stipulation Worksheet (Stip Sheet) – By-Laws Committee worked on ENC details. Discussion. The matter will be on the general meeting agenda as the deadline for submission is June 1, 2015.
 - b. Motions for Board Member Reimbursement (BMR):
 - i. Motion by Kathy Moghimi-Patterson and seconded by Sherman Gamson to reimburse Anni Keusseyan for 4/22 General Board Meeting Food - \$193.69 (4-0-0)
 - ii. Motion by Kathy Moghimi-Patterson and seconded by Sherman Gamson to reimburse Todd Rubinstein for money expended on paper, supplies, and food & items purchased at Smart & Final for 4/22/15 General Board Meeting – \$50.87; to reimburse Todd Rubinstein for money expended on paper supplies for ENC office purchased at Office Depot on 4/16/2015 – \$13.08; and to reimburse Todd Rubinstein for money expended for Vertical Response (VR) email campaign subscriptions for the months of March & April 2015 - \$28 per month (\$56 Total). (3-0-1 – Todd Abstaining from vote)
 - c. Motion by Todd and seconded by Sherman for Food & Refreshments for 5/27/15 General Meeting - authorize up to \$250 for food and other items. (4-0-0)
 - d. Selection of Officers issue - discussion as to whether the board should hold another selection for Sergeant at Arms position.
 - e. Discussed Potential Speakers for Next Board Meetings
5. Old Business:

a. Status – discussed the status of the following NPGs:

- i. VANC Mixer - \$500.00 (1/28/15 GBM)
- ii. Education Grants (6) to various schools totaling \$4,057.00 - (2/1/15 SBM)
- iii. FoLAR - \$750.00 (3/25/15 GBM)
- iv. Daddy Daughter Prom - \$1,000.00 (2/1/15 SBM)
- v. Senior Symposium - \$750.00

7. Committee Reports & Discussion: none

8. Public Comments: None

Submitted by Kathy Moghini-Patterson, VP for Anni Keyseyan, Secretary