

## ENCINO NEIGHBORHOOD COUNCIL

### Executive Committee Meeting

Wednesday August 12, 2015

## Proposed Minutes

**Location: Back Craft Room, 4935 Balboa Blvd.**

**Present:** Executive committee members: Todd Rubinstein, Sherman Gamson, Kathy Patterson, Al Mass and Anni Keusseyan.  
Board members Sharon Brewer and Shelly Rivlin were also present.

### 1. Call to Order, Roll Call, and Determination of a Quorum, Code of Civility, & Reminder of Executive Committee Protocol for those in attendance.

- The meeting was called by to order by Resident Todd Rubinstein at 7:00. The Executive board members took a tour to the ENC office to check the status of the remodeling.

### 2. Approval of the June 10, 2015 Executive Committee Meeting Minutes (Motion required, unless no objections)

- Printed copy of the meeting minutes was not available. it was decided to moved them to next month's agenda.

### 3. Officer's Reports:

#### a. President's Report –

- i. Prior NPGs and DONE policies regarding funding.
  - Todd mentioned that he is still working with DONE to have all the NPGs get approved and processed for payments.

#### b. Vice-President's Report - Committee Chairs and membership

- i. Chairs: By-Laws Committee, Airport Committee & Public Safety Committee
  - Kathy mentioned that she was going to appoint Mark Levinson as Co-Chair for the ByLaws committee.
  - She said that she is still looking for Public Safety committee chair.
  - Kathy mentioned that she was informed that a few of the ENC board members have lost their Encino stakeholder status. The ENC's bylaws requires these members to resign, or provide proof of their stakeholder status. It was reported that Jason Ackerman was no longer living in Encino, and Sharon Brewer was no longer a member of the 'Friends of Encino Park' committee.
  - Sharon Brewer was in the audience stated that she would talk to Jackie at ECC and report back to the officers.
  - Discussion ensued that both members do not qualify and need to submit their resignation from the ENC.

#### c. Treasurer's Report - ENC Funding and Checking Account Updates:

- i. ENC Funds and Expenses - June 2015 & July 2015 MER compilation
  - Al mentioned that he has completed the June and July MERs and will present to the board for review and approval at the August general board meeting.

#### d. Secretary's Report - Voting on funding matters - were ineligible board members removed from General Board Voting. New Board Voting forms – Funding & Non-Funding

- None

- e. Sergeant-at-Arm's Report - Updates on Ethics and funding training mandates for Board members and Alternates.
  - i. Ethics Training link (NEW): <http://www.fppc.ca.gov/index.php?id=477>
  - ii. Funding Training at: <http://empowerla.org/funding/>
  - iii. BONC Code of Conduct Policy – Board members that have disqualified.
    - ENC board members eligibility: Sherman raised the same concern (see Vice President's report above)

**4. New Business:**

- a. Finance Committee Meeting tentative Wed 9/2/15 - Budget for FY 2015/2016
  - AI mentioned that the Finance committee meeting is scheduled for September 2<sup>nd</sup>, the ENC budget for the new fiscal year will be reviewed at the meeting.
- b. Protocol and procedure for funding NPGs, expenses, and use of forms (FRF & BVCF).
- c. Food & Refreshments for 8/27/15 General Meeting - authorize up to \$250 for food and other items.
  - Todd moved a motion moved a motion to approve to spend up to \$250 for food and refreshments, to order Hotdogs from 'The Stand' in Encino, 2<sup>nd</sup> by Anni. Motion passed 5/0/ 0
- d. Potential Speakers for Next Board Meetings -
  - i. Steve Soboroff, LA City Police Commission, Congressman Sherman, Assembly member Matt Dababneh, State Senator Fran Pavley, Seleta Reynolds, New General Mgr, LADOT, VICA Speaker
    - Todd said he will check the availabilities of the speakers listed above.
    - Shelley mentioned that she is in conversation with the 'Youth Orchestra' to perform at the ENC general board meeting.

**5. Old Business:**

- a. Status of outstanding Grants/Donations - All authorized and re-voted on by General Board (7/22)
  - i. PAID - VANC Mixer - \$500.00 (1/28/15 General Board Meeting - GBM)
  - ii. Education Grants (6) to various schools totaling \$4,057.00 - (2/11/15 Special Board Meeting - SBM)
  - iii. FoLAR - \$750.00 (3/25/15 GBM)
  - iv. Daddy Daughter Prom - \$1,000.00 (2/11/15 SBM)
  - v. Senior Symposium - \$750.00
  - vi. AFV Audubon Society - \$2,495.00
  - vii. PAID - BMRs from 5/27/15 General Board Meeting.
  - viii. Outreach Expenses from FY 2014/2015 & FY2015/2016 including but not limited to Taste of Encino and ENC office improvement.
  - ix. 8th Annual Valley Disaster Preparedness Fair - \$175.00 extra
  - x. "Movies in the Encino Park" Community Outreach event - \$500.00
    - All the necessary forms were completed and submitted to DONE for payment request.

**6. Board Seats & Vacancies – Members and Alternates**

- a. Vacancies – Area 4 Rep & Alternates / Area 6 Alternate / various other alternate positions.
  - No new applications.

**7. Adjournment: 8:50 PM**