

Meeting Minutes

ENC EXECUTIVE COMMITTEE MEETING

Tuesday, June 14, 2016

Members in attendance: Debra George, Victoria Miller, Patricia Bates, Glenn Bailey

1. Call to Order. Roll call; determination of quorum @6:22pm

2. Approval of May 17th meeting minutes

3. Officer's Reports:

A. President's Report – PRA received, worked with City Attorney to resolve

B. Sergeant-at-Arm's Report –

(1) Applications for open positions on the ENC - Adrian Richardson

(2) Roster - Ethics, Funding, Code of Conduct - will review member standing

C. Vice-President's Report – Committee Chairs and membership, attendance and absences - addressing attendance and absences in Bylaws Committee

D. Secretary's Report – Absent, request Jason to work with him to get minutes resolved.

E. Treasurer's Report –

(1) Update - ENC Account and cash flow.

(2) April and May 2016 Monthly Expenditure Reports (MER)

(3) Proposed 2016/2017 FY budget - to be reviewed in Finance Committee meeting

(4) Updates on school grants - paperwork completed, grants paid

(5) Outstanding obligations, NPGs, etc

(6) SFV Audubon funding conflict of interest - SFV Audubon was required to refund prior donations

4. Old Business - Review

(1) \$500 for the purchase of office supplies including a paper shredder and printer toner. Purchased.

(2) \$1500 for the update of the Encino Neighborhood Council website. Update will bring website up to EmpowerLA standards including the ability to view on mobile devices. Paid and in progress.

(3) Staffing- Schedule to be determined

(4) Valley Preparedness Fair NPG for \$850 - at DONE

(5) 2016 Congress of Neighborhoods funding not to exceed \$1,000 - paperwork to be signed and submitted

(6) 2016 EmpowerLA Awards event funding not to exceed \$250 - paperwork to be signed and submitted

(7) CIS Authorizations - Needs to be set up with DONE

(8) Up to \$4,000 for the purchase of padded folding chairs for the Community Center - RAP decide to purchase themselves

(9) Purchase of window coverings for the Community Center - Pending approval

5. New Business:

(1) FoLAR NPG for \$750 LA River Clean Up 2016 Prior approval, FoLAR to submit paperwork

(2) Up to \$1,000 for the purchase of a new laptop computer, monitor, external hard drive and software for ENC from Office Depot, Best Buy or similar 4-0-0

(3) Up to \$750 for the purchase of copy paper, toner, and other office supplies from Office Depot 4-0-0

(4) Up to \$300 for printing and cutting 500 Public Comment Cards 4-0-0

(4) Up to \$250 for the purchase of children's and adult nature books for the Encino/Tarzana Library from Theodore Payne. NPG needed? Glenn to follow up with Friends of the Library

(5) Meeting sign-in sheets - No

(6) Review draft General Board meeting agenda - Changes noted

6. No Public comment

7. Adjourned at 7:40pm