

ENCINO NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING
Proposed Minutes
Wednesday June 24, 2015

Location: Encino Community Center Auditorium, 4935 Balboa Blvd. Encino

1. Call to Order, Pledge of Allegiance, Roll Call, Excused Absences, Determination of a Quorum, Sign-in Sheet, Public Speaker Cards, Code of Civility, & Appoint Parliamentarian:

The meeting was called to order at 7:05 PM and the pledge of allegiance was led by Sherman. Sherman Gamson was appointed as the Parliamentarian.

A quorum was established based on the attendance of board members. The following Board members were present: Mark Levinson, Jason Ackerman, Ken Silk, Laurie Kelson, Anni Keusseyan, Sherman Gamson, Todd Rubinstein, Kathy Patterson, Diane Rosen, Al Mass, Carol Levine, Jerry Silver, Debra George, Shelley Rivlin, Sharon Brewer, David Hudgins, and Racquel Marshall (for Eliot Cohen).

The following Alternates were also present: Glenn Bailey, Norma Landau and Pat Bates.

2. Approval of the May 27, 2015 General Meeting Minutes (Motion required, unless no objections).

It was agreed to review/approve the minutes at next month's meeting.

3. Reports from City/State/Fed Officials:

a) LAPD / LAFD - Senior Lead Officers (SLOs) & Captains:

- LAPD - Not present
- Albert Valle, Battalion Chief from Los Angeles Fire Department was present; he introduced Rick Najera, who is assigned the Captain for Fire Station 83. Captain Najera, introduced himself and talked about the current status of the Fire station. He explained how we should be ready in case of a fire. He said that the community's help is essential to the Fire fighters, and everyone should be prepared and have their own action plan in case of a wildfire. He also talked about CERT (Community Emergency Response Team) training and encouraged everyone to take the training.

b) LA City Council Offices (CD5) Field Deputies & Reps: Not Present.

- Deputy Bill Larson from City Attorney's office was present. He gave an update on the few cases that he was handling for Encino.

c) State Assembly or State Senate Offices – Field Deputies & Reps (5 min): Not present.

d) Federal Congresspersons – Field Deputies & Reps (5 min): Not present

e) Dept of Neighborhood Empowerment (DONE) & Related Groups: (5 min for all)

- i. Valley Alliance of Neighborhood Councils (VANC)
- ii. Los Angeles Neighborhood Council Coalition (LANCC)

- iii. Board of Neighborhood Commissioners (BONC)
- iv. Budget Advocates (Regional and otherwise)

4. Officer's Reports:

a) President's Report:

- Todd has mentioned that the ENC funds were unfrozen now.
- Need to finalize all funding requests before end of the fiscal year on June 30th.

b) Vice President's Report :

- Kathy reiterated that all board members should be on a committee and should attend the committee meetings regularly. If any member misses 4 meetings then they should be removed from that committee.
- Kathy said that the PLU proposed to send the notification to 1000 feet radius instead of 500 feet. This is a laborious and requires a lot of man hours to accomplish. She said the committee members should also help the committee chair.

c) Treasurer's Report :

- Al mentioned that he is all caught up with all his pending MERs. He said March, April and May MERs are ready for Board review and approval.

d) Secretary's Report : none

e) Sergeant-at-Arm's Report:

- Sherman said that all committee chairs need to pass on the names of those members that are not attending the committee meetings.
- BONC Code of Conduct Policy – Board members removed Friday 5/15/15 by DONE who weren't in compliance.

5. Committee Reports: (New and Old Business) :

a) Education – update from Chair if needed

- Shelley gave a brief description on where the NPG applications stand at this time – she said all applications have been revised per DONE request back in April. But due to our funds being frozen payments were not been issued yet. She said she has resubmitted all applications again and still waiting to hear back from DONE.

b) Planning & Land Use (PLU) – Information about other projects, etc

- David said that there will be 4 new presentations at the upcoming PLU meeting.

c) Traffic / Transportation – Burbank /Hayvenhurst, etc

- Laurie gave an update and said more information can be located by visiting: myLADOT.LAcity.org

d) Outreach Committee – Updates: Goals, Strategy, & New ENC Marketing effort

- Racquel said that ENCs all social media accounts are up and running
- We are in process of designing and printing the ENC banners – Horizontal
- We are in the works of designing new name tags for all board members and alternates
- The ENC office will be cleaned up and remodeled
- We will be getting a new chair, new desk, new printer and computer
- The Office will be painted and reorganized
- Still working on the Community mailer design and frequency, should that be monthly or quarterly mailer

- Taste of Encino event is coming in October – board members cooperation will be appreciated
- Emergency Response event is in October and will be held in Granada Hills
- Racquel said that the official opening for Dunkin Donuts was a successful event, and ENC's participation was commented by the community members. She said that ENC should try to participate in other openings as well.

6. Committee or General Action Items: (New & Old Business):

a) Open Board/Alternate Positions: Area 1 Alternate, Area 4 Rep, Area 5 Rep, and Alternate, At-Large Alternate Positions open. None to review.

b) ENC Motions to support NC Budget Advocates and LA Congress of Neighborhoods:

i. Motion to support LA Congress of Neighborhoods in the amount of \$500

ii. Motion to support NC Budget Advocates in the amount of \$500

Todd moved a motion to approve both 6bi and 6bii, it was 2nd by Sherman. Motion passed unanimously.

c) Board Member Reimbursement (BMR): Motion to reimburse Racquel Marshall-Cianci for money expended on food budget for ENC Outreach Committee Meeting held at Lakeside Cafe on 3/18/2015 – exact amount \$49.05

Todd moved a motion to approve 6c and was 2nd by Al. Motion passed 16/0/1 (Jason)

d) Name Tags or Badges for Board Members: Authorize the purchase of new name tags for all Board members and Alternates (approx 31) and the cost not exceed \$ 400

Anni moved a motion to spend up to \$400 for the ENC name tags, 2nd by David. Motion passed unanimously. 17/0/0

e) Purchase ENC Office Equipment:

i. All-in-One Printer - up to \$599.00

ii. New Chair for staff - up to \$199.00

iii. New telephone with voicemail - up to \$149.00

Kathy moved a motion to approve 7ei, 7eii and 7eiii, it was 2nd by Al. Motion passed unanimously. 17/0/0

f) 2014/2015 Budget Year (BY) donation to the San Fernando Valley Audubon Society for the Sepulveda Basin Educational Program Summer 2015 in an amount not to exceed \$2,495.00 and whose mission is to:

i. to promote the conservation of resources, to preserve and enhance the natural habitat within our territory

ii. to increase the public's and our awareness and appreciation of bird life and the natural environment and

iii. to create a social environment that encourages individual knowledge, development, and participation.

Paula from San Fernando Valley Audubon was present she talked about these initiatives. Jerry moved a motion to approve 7f in its entirety, which was 2nd by Carol. Motion passed 16/0/1 (Mark)

- g) Review and Approve Jan - May 2015 Monthly Expense Reports (MERs)**
AI presented to the board March, April and May MERs. Kathy moved a motion to approve, Anni 2nd. Motion Passed unanimously. 17/0/0
- h) Review and approve Budget Package for Fiscal Year (FY) 2015/2016**
Shelley moved a motion to approve the Budget Package for fiscal year 2015/2016, which was 2nd by Jerry. Motion passed unanimously. 17/0/0

7. Consent Items (Old & New Business):

- a) Executive Committee – (Old Business from 5/27/15 General Board Meeting) - Motions for Board Member Reimbursement (BMR) and sponsor Senior Symposium – Motions from 4/8/15 & 5/13/15 Executive Committee Meetings:**
 - i.** Motion to reimburse Anni Keusseyan for 4/22 General Board Meeting Food - \$193.69. Unanimous consent at 5/13/15 Executive Committee Meeting.
 - ii.** Motion 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. Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
 - iii.** Motion to reimburse Todd Rubinstein for money expended on paper supplies for ENC office purchased at Office Depot on 4/16/2015 – \$13.08. Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
 - iv.** Motion to reimburse Todd Rubinstein for money expended on paper supplies for ENC office purchased at Office Depot on 1/28/2015 – \$16.34. Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
 - v.** Motion to reimburse Todd Rubinstein for money expended for Vertical Response (VR) email campaign subscriptions for the months of March, April, & May 2015 - \$28 per month (\$84 Total). Unanimous consent with one abstention (TR) at 5/13/15 Executive Committee Meeting.
 - vi.** Motion to approve up to \$750 to help co-sponsor ONE Generation Senior Symposium Event on Sat 4/25/15. Unanimous consent from 4/8/15 Executive Committee Meeting.

Kathy moved a motion to approve 7a in its entirety, it was 2nd by Shelley. Motion passed 15/0/2 (Anni & Todd)

- b) Outreach Committee Meeting – Motion(s) passed at Outreach Committee Meeting Wednesday, May 20, 2015 & Wednesday June 17, 2015:**

- i. The Committee moved and approved the design and printing of a Brand New ENC Horizontal Banner at a cost not exceed \$250.00. Moved by Valarie Dean / 2nd Anni Keusseyan. Motion was approved unanimously – 7-0-0.
- ii. The Committee moved and approved participation, registration, and gifts for the Taste of Encino (Oct 2015). Booth registration cost not to exceed \$200.00 and an additional \$200.00 to purchase items for the booth such as prizes for games, water, balloons etc. similar to Oct 2014 event for a total of \$400.00. Moved by Todd Rubinstein / 2nd Anni Keusseyan. Motion was approved unanimously – 7-0-0
- iii. The Committee moved and approved ENC Office Space Update and renovation not to exceed \$1,000.00. Moved by Toni Siciliano / 2nd Racquel Marshall-Cianci. Motion was approved unanimously – 7-0-0. Needed items for ENC Office Space Renovation are:
 - 1. 1. Cost of painting the office. New U shaped Desk.
 - 2. 2. Office Supplies.Shelving, storage with doors, and an area rug

ENC Board member Mark Levinson mentioned that he is currently on the Encino Chamber of Commerce Board, which is the organizing committee of the Taste of Encino. Shelley moved a motion and Diane 2nd to approve items 7bi, 7bii and 7biii. Motion passed unanimously. 17/0/0

- iv. The Committee moved and approved that the ENC participate in the 8th Annual Valley Disaster Preparedness Fair, the largest in the Valley and attended by 2,000 visitors last year at a cost not to exceed \$900. Moved by Todd Rubinstein / 2nd Racquel MarshallCianci. Motion was approved unanimously – 7-0-0

There was a minor adjustment to 7biv. The NPG grant set at \$900. Todd moved the motion, 2nd by Carol. Motion moved unanimously. 17/0/0

- c) Planning & Land Use (PLU) Committee – (Old Business from 5/27/15 General Board Meeting) Motion(s) passed at PLU Committee Meeting Tuesday, May 12, 2015:
 - i. PLU Committee plan for extending mailings for projects presented at meetings outside the 500ft radius. Possibly request additional hours from staff person, possibly request 4 help from Outreach Committee. Motion: For Fiscal Year 2015-16: The PLU requests 5 staff hours per project presented and \$150 in postage and \$40 in envelopes/copies to do mailers to neighbors in a radius from 500 to 1,000ft, for up to 3 projects per month. Not to exceed \$810/month or \$7,720/ year. Hudgins/Ackerman Unanimous – Motion Passed

Jerry moved a motion to approve, was 2nd by Jason. Motion passed 13/3/1
(No= Mark, Sharon, Todd) (Abstain = Kathy)

d) Planning & Land Use (PLU) Committee - (Old Business from 3/25/15 General Board Meeting) - Motion(s) passed at PLU Committee Meeting Tues, Mar 10, 2015:

- i.** Motion – Provide a food budget for PLU meetings in Fiscal Year 2014-2015 of up to \$99 per meeting not to exceed 3 remaining meetings for a total of \$297 David Motion by Hudgins/ 2nd Jason Ackerman – Unanimous consent

Diane moved a motion which was 2nd by Carol. The motion died before voting. This item might be reconsidered in the future.

8. Public Comments: [Non-Agenda Items] Within the “Board’s” jurisdiction are limited to **TWO MINUTES (2)** per speaker. This is a **NON-DISCUSSION**

- There was a public comment by Glenn Wilson.

9. Board Member Comments: On any subject matter within ‘The Board’s’ jurisdiction shall have- one (1) Minute per speaker. These are Non-DISCUSSION item between Board members and the public.

10. Future Meetings: Refer to the Agenda for the entire list.

11. Community Events/News: Refer to the Agenda for complete listings of Community Events and News.

12. Adjournment: 9:00 pm

Meeting minutes submitted by Anni Keusseyan, Secretary