



**Executive Officers**

**DEBRA GEORGE**  
President

**VICTORIA MILLER**  
Vice President

**MARK LEVINSON**  
Secretary

**PATRICIA BATES**  
Treasurer

**GLENN BAILEY**  
Sergeant at Arms

**ENCINO NEIGHBORHOOD COUNCIL  
GENERAL BOARD MEETING MINUTES**

**Wednesday, December 7, 2016**

**6:30pm Meet & Greet with Refreshments 7:00pm Meeting**

**Encino Women's Club 4924 Paso Robles Ave., Encino CA 91316**

Motion, Discussion, and Vote may be taken on all items

**City of Los Angeles Harassment and Diversity Policy: All City volunteers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive.**

<b>Board Members</b>			
Name	Board Position	Present?	
Laura Shovlowsky	Area 1 Representative	present	
Scott Linden	Area 2 Representative	present	
Kenneth Silk	Area 3 Representative	present	
Jess Whitehill	Area 4 Representative	present	
Diane Rosen	Area 5 Representative	absent	
Laurie Kelson	Area 6 Representative	Absent	
Jim Esterle	Area 7 Representative	present	
Sherman Gamson	Apartment/Condo Resident Rep.	present	
Victoria Miller (VP)	Business Representative	present	
Varant Majarian	Business Representative	present	

Adriohn Richardson	Education Representative	present	
Debra Lee George (Pres.)	Park Advocate/ Environment Rep	present	
Eliot Cohen	Planning & Land Use Representative	present	
Glenn Bailey (Sgt at Arms)	Public Safety Representative	present (arrived 7:30pm)	
Anni Keusseyan	Religious Representative	Present (left About 8:15ish)	
Patricia Bates (Treasurer)	Volunteer Service Representative	present	
Doug Kriegel	At-Large Representative	Present	
Henry Eshelman	At-Large Representative	Present	
Carol Levin	Encino Property Owners Association	Present	
Gerald A Silver	Homeowners of Encino Rep	Present	
Mark Levinson	Encino Chamber of Commerce Rep	Present	
<b>Alternates</b>			
Name	Board Position	Present?	Voting?
Alex Garay	Area 3 Alternate	Present	no
Carolyn Richardson	Area 4 Alternate	no	
Samuel Apikyan	Business Alternate	no	
Shelley Billik	Park Advocate/ Environment Alt	Present (arrived 7:30pm)	no
Athena Novak	Planning & Land Use Alternate	Resigned	
Kathy Moghimi- Patterson	At-Large Alternate	no	
Norma Landau	Homeowners of Encino Alternate	no	
Brandon Rapport	Encino Chamber of Commerce Alternate	no	

1. **Call to Order at 7:00pm. Roll call; determination of quorum. (5 minutes) 7:12pm**
2. **Reports from Public Officials/Departments/Community Agencies: (5 minutes)**

- A. Department of Neighborhood Empowerment, NC Budget Advocates, BONC, Related Groups
- B. LAPD Senior Lead Officers (SLOs), Community Police Advisory Board, & LAFD Captains
- C. LA Council District 5 - Councilmember Paul Koretz / Gurmet Khara, Field Deputy (818) 971-3088

3. **Public Comments on Non-Agenda Items: (10 minutes)** Limited to maximum TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Public is asked to fill out a speaker card and hand it to the Board's Secretary. Time may be adjusted at president's discretion.

4. **Consent Items: (5 minutes)**

- A. Executive Committee

1. **MOTION: Approval of up to \$300 for the purchase of "Good News" Wall Mount Mailbox. Mailbox features a large 13" X 17" holding area. Some PLU mail does not fit in current mailbox and is being returned to the City. Vendor to be Intermark Enterprises/The Mailbox Works 5-0-0**

-Bailey Pulled item for discussion

Requests amendment: subject to approval of rec and parks - **unanimous support**

**Amended Motion :**

Approval of up to \$300 for the purchase of "Good News" Wall Mount Mailbox. Mailbox features a large 13" X 17" holding area subject to the approval of the Department of Parks and Recreation. Some PLU mail does not fit in current mailbox and is being returned to the City. Vendor to be Intermark Enterprises/The Mail-box Works

**Amended Motion Passes**

19-0-0

2. **MOTION: The Encino Neighborhood Council thanks Senator Fran Pavley for her service in the California State Senate representing the residents of Encino and for her role in preserving and protecting the Sepulveda Basin Wildlife Area and Los Encinos State Historic Park. 5-0-0**

Miller moves, Eshelman seconds

**Motion Passes**

19-0-0

- B. Finance Committee

1. **MOTION: Approval of up to \$150 each month for office supplies and printing. Vendors to be used include Vista Print, Office Depot and similar. 5-0-0**

Eshelman moves, Cohen Seconds

**Motion Passes**

**19-0-0**

2. **MOTION: Approval of up to \$30 each month for {ENC member} parking at CD5 Encino office. 5-0-0**

Bailey pulled item for discussion

Bailey: has CD5 done anything to mitigate this situation?

George: Not yet

Bailey proposes amendment: the ENC again calls on CD-5 to cover validation for constituents wishing to visit the Councilmember's Office

Bailey Moves, Silver Seconds amendment 18-1-0

**Approval of up to \$30 each month for {ENC member} parking at CD5 Encino office. The ENC again calls on CD-5 to cover validation for constituents wishing to visit the Councilmember's Office**

**Amended Motion Passes**

**18-1(Whitehill)-0**

3. **MOTION: Approval of up to \$60 per month for Constant Contact email marketing subscription. 5-0-0**

Silver pulled to suggest looking at MailChimp

Majarian Moves, Anni Seconds

Bailey: this is an ongoing commitment and we would have to vote again after June 2016

**Motion Passes**

19-0-0

**5. Board Retreat with Kathleen Quinn, Dept. of Neighborhood Empowerment: (40 minutes)**

A. Ice Breaker Exercise

B. Becoming an expert in your neighborhood

C. Q & A and Quick Tips

**Cancelled because Kathleen Quinn was sick**

**6. New Business (10 minutes)**

A. Executive Committee

1. **MOTION: Additional \$5,000 Neighborhood Council Funds to be split between Outreach (\$2,500) and Neighborhood Purposes Grants (\$2,500)**

Cohen: when I saw this on the Agenda, I feel like we spend very liberally and Outreach already has a lot of money yet PLU has no budget

George: it just says outreach, not Outreach Committee

Bailey: this proposal doesn't spend one dollar, it just moves the money into 2 budget categories, but if we don't approve something tonight, we get nothing

Silver: NC wishes to amend its budget to increase outreach by \$2,500 and Neighborhood Purposes Grants by \$2,500

Cohen: I really want more specificity as to where the money is coming from and going to

Silver Moves, Eshelman Seconds

**Motion Passes**

18-1(Cohen)-0

**2. MOTION: Reimburse Victoria Miller \$16.68 for the purchase of notecards.**

Keusseyan moves, Shovlowsky seconds

**Motion Passes**

18-0-1( Miller)

**3. MOTION: Up to \$500 to replace color printer and FAX stolen from Encino Community Center. Direct purchase or donation to LA Foundation.**

Eshelman Moves, Miller Seconds

Cohen: why hasn't the city replaced this?

George: it will take far longer for the city to cover this expense

Bailey: I do believe in supporting the Community Center or the Women's Club when it benefits the stakeholders, if we buy chairs and tables that clearly benefits the stakeholders, I'm not sure how this benefits anyone but the office staff

Silk: do we get to use it?

George: No, except for when they are receiving our faxed forms

**MOTION PASSES: 13-6-0**

**4. MOTION: Up to \$1,000 for Daddy Daughter Dance fundraiser. Monies to be used for the purchase of food. Vendors - various Encino based restaurants/food suppliers.**

- **Keusseyan moves, Eshelman seconds**

Bailey: I need clarification as to what funding tool we're using, if it's a NPG we need the forms filled out.

Bates: I'd prefer if the park invoiced us for reimbursement

George: we'll be paying the vendors directly

Shovlowsky: are we maybe on the hook for another \$500 later that we'll need to vote on

George: maybe

**MOTION PASSES**

**18-0-1 (Linden)**

**7. Officer's Reports: (10 minutes)**

A. President's Report –

1. HOPE Team Homelessness Outreach on November 15th

B. Vice-President's Report – Committee Chairs and Membership

**1. MOTION: Approval of Jim Esterle and Alex Garay as co-Chairs of Outreach Committee  
Keusseyan Left-  
17-0-1 (Esterle Abstained)**

2. Meeting with Committee Chairs to be held in January

-Miller: it might be in February, being realistic

C. Treasurer's Report – Update for Board - ENC Account and cash flow.

**1. MOTION: Approval of October 2016 Monthly Expenditure Report (MER)**

**Bates moves, Levin Seconds**

**17-1-(Cohen)-0**

D. Secretary's Report

**1) MOTION: Approval of October 2016 Meeting Minutes**

- Tabled due to lack of completed minutes until January 2017

**2) MOTION: Approval of September 2016 Meeting Minutes**

- Tabled due to lack of completed minutes until January 2017

**3) MOTION: Approval of revised June 22, 2016 Meeting Minutes**

- Tabled due to lack of completed minutes until January 2017

E. Sergeant-at-Arm's Report – Ethics, Funding, Code of Conduct

1. 400-something NC Board members city-wide that hasn't taken the Code of Conduct, only member of this board not in compliance just resigned (Ms Novak)

**8. Applications for open positions on the Encino Neighborhood Council (5 minutes)**

Available positions include: Alternates: Apartment/Condo; Business; Education; Public Safety; Religious Organization/Institution; Volunteer/Service Group; At Large Representative; Area 1; Area 2; Area 4; Area 5; Area 6; Area 7

- **No Applications Received**

**9. Board Member Comments on Non-Agenda Items: (5 minutes) Limited to ONE MINUTES (1) per speaker; total time for all comment is limited to 5 minutes**

**10. Adjournment at 9:00pm**

**9:02pm**