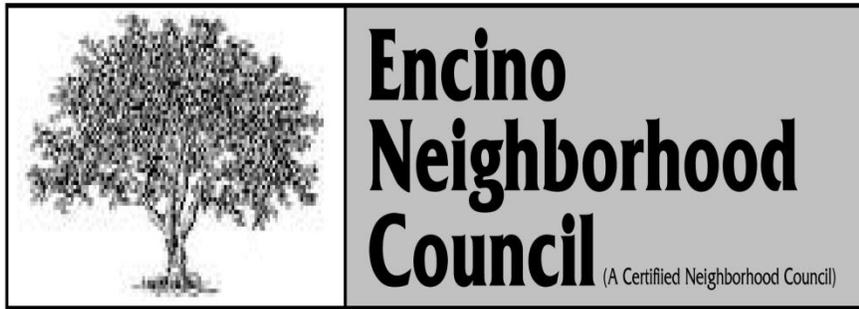


CITY OF
LOS ANGELES



Officers
GLENN BAILEY
President
TODD RUBINSTEIN
Vice President
KEN SILK
Secretary
JOHN ARNSTEIN
Treasurer
**KATHY MOGHIMI-
PATTERSON**
Sergeant at Arms

NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
EXECUTIVE COMMITTEE MEETING
Wednesday, November 14, 2012 – 7:00 PM
Encino Community Center Back Craft Room, 4935 Balboa Avenue, Encino

MOTION, DISCUSSION, AND VOTE MAY BE TAKEN ON ITEMS 2-3, 8-18, 21-22

- 1) Call to Order; Roll Call; Determination of Quorum (3 minimum)
- 2) Review and Approve Minutes of Previous Executive Committee Meeting – October 16, 2012
- 3) Establish Regular Date and Time for ENC Executive Committee Meetings: Second Wednesday, 7:00 pm?
- 4) Role of the Executive Committee per the ENC Bylaws:
 - a. Bylaws – Article VI Officers, Section 1 Officers of the Board: *The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, Treasurer, and a Sergeant at Arms.*
 - b. Bylaws – Article VII Committees and Their Duties, Section 3 Committee Creation and Authorization, Subsection A. Committee Authority: *All committee recommendations shall be brought back to the full Board for discussion and action. The rules and authority applicable to the Executive Committee and other Standing Committees in addition to that set forth in these Bylaws include all polices, rules, and authority set forth in the Standing Rules adopted by the Board.*
 - c. Bylaws – Article VIII Meetings, Section 2 Agenda Setting: *The Executive Committee shall set the agenda for each Council meeting.*
- 5) Duties and Powers of the Officers per the ENC Bylaws Article VI Officers, Section 2 Duties and Powers:
 - a. President: *A. The President shall act as the chief executive of the Council and shall preside at all Council meetings. The President shall have the power to issue, modify and revoke executive orders to carry out resolutions of the Council or to implement the bylaws or standing rules. Executive orders shall be issued in writing and placed with the minutes of the Council and notice of thereof provided to all Board members by the next meeting of the Council.*
 - b. Vice-President: *B. The Vice President shall serve in place of the President if the President is unable to serve and, in case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death, or resignation, the Vice President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties as the Board or the Bylaws may prescribe. The Vice President shall be responsible for the oversight of all committees designated by the Board. The Vice President shall perform all other duties as the President or the Board may assign from time to time.*
 - c. Secretary: *C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed.*

d. Treasurer: *D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.*

e. Sergeant at Arms: *E. The Sergeant at Arms shall ensure that the Board's meetings are undertaken in an orderly and expeditious manner, including the calling of proper authorities should a physical altercation seem to be ensuing. The Sergeant at Arms shall also be the timekeeper for the Board, ensuring that all speakers speak within the required timeframes.*

- 6) Presentation by Encino Community Center Director – Tracie Field
- 7) Presentation by ENC Office Staff – Theresa Houlberg
- 8) Review and Recommend ENC Office Staff Responsibilities
- 9) Review and Recommend ENC Office Staffing Hours
- 10) Review and Recommend Renewing Permit To Use Office Space in Encino Woman's Club
- 11) President's Report – Glenn Bailey Report including, but not limited to, the following items:
 - a. Board Vacancies From ENC Election; Resignation(s) Received; Application(s) Received
 - b. Appointment of Keven Steinberg as City Attorney Liaison: Motion to Recommend
 - c. Appointment of Debra George as the ENC Representative to the Sepulveda Basin Wildlife Areas Steering Committee: Motion to Recommend
 - d. Mandatory Ethics Training, Including Conflict Of Interest, Brown Act, State Public Records Act
- 12) Vice-President's Report – Todd Rubinstein Report including, but not limited to, the following items:
 - a. New Committee Chairs: Motion to Recommend Approval
- 13) Secretary's Report – Ken Silk Report including, but not limited to, the following items:
 - a. Board Member Attendance
- 14) Treasurer's Report – John Arnstein Report including, but not limited to, the following items:
 - a. Second Signatory For Funding Program: Motion to Recommend Approval
 - b. Monthly Financial Statement: Purchasing Card Transactions, Demand Warrants, Auto-Deductions
 - c. Purchasing Card Reconciliation Quarterly Reports
- 15) Sergeant at Arms Report – Kathy Moghimi-Patterson
- 16) Possible Change of Time for ENC Board Meetings
 - a. Use of Encino Community Center After 9:00 p.m. At A Cost Not To Exceed \$250 Annually
 - b. Beginning Board Meetings at 6:30 p.m.
- 17) Proposed Board Retreat – December 2012/January 2013; Cost Not To Exceed \$500
- 18) Review Draft Agenda for Wednesday, November 28, 2012 ENC Board Meeting Including Requests For Agenda Items Submitted By ENC Board Members and Stakeholders
- 19) Public Forum: Comment On Non-Agenda Items (up to two minutes per speaker; no discussion)
- 20) Board Member Comments and Announcements (up to one minute per member; no discussion)
- 21) Next ENC Executive Committee Meeting: Wednesday, December 12, 2012 or alternate date?
- 22) Adjournment (by 9:00 p.m.)

The public is requested to fill out a “**Speaker Card**” to address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the Public Forum period. Public comment is limited to ten minutes maximum. No individual speaker will be allowed more than two minutes, unless presiding officer of the Committee decides differently. The agenda is posted for public review at the Encino Chamber of Commerce (viewable all hours), Encino Community Center, Balboa Sports Center, Encino-Tarzana Branch Library, and The Coffee Bean & Tea Leaf store. Report(s) related to an agenda item will be available for review at www.EncinoCouncil.org. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment at (213) 978-1551 OR toll-free at 3-1-1 or by emailing NCsupport@lacity.org