



**Officers**

**ALEX GARAY**  
President

**VICTORIA MILLER**  
Vice President

**KARIE PURCELL**  
Secretary

**PATRICIA BATES**  
Treasurer

**LEE BLUMENFELD**  
Sergeant at Arms

# **EXECUTIVE COMMITTEE MEETING MINUTES**

## **ENCINO NEIGHBORHOOD COUNCIL**

**Tuesday July 16<sup>th</sup>, 2019**

**Encino Community Center – Crafts Room  
4935 Balboa Blvd., Encino CA 91316**

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

**Public Comment:** Public is asked to fill out a speaker card and hand it to the Board's Secretary *prior to the beginning of the meeting*. **TWO MINUTES (2)** per speaker is allotted; total time for all public comment is limited to 10 minutes. Time may be adjusted at President's discretion. Public Comment on Non-Agenda Items will be heard at the onset of the meeting. Public Comment on agenda items will be heard when the respective item is up for consideration. All public comment cards (non-agenda and agenda items) must be turned in by the beginning of the meeting.

**1. Call to Order. Roll call; determination of quorum. 7:02 pm**

Lee Blumenfeld, Karie Purcell, Victoria Miller, Patricia Bates, Varant Majarian, Mary Moore, Heather Michaels, and Amy (Los Encinos Park)

**2. Approval of Executive Committee minutes – V Miller move to accept / P Bates 2<sup>nd</sup>, (4,0,0)**

**3. Public Comment on Non-Agenda Items (10 minutes) – limit to 2 minutes per speaker**

**4. Officer's Reports:**

**A. President's Report (Exec Committee) 5min**

1. Application for Apartment/Condo Rep, Area 2 Alt. (Alex absent, applications given to Lee Blumenfeld)

**B. Vice-President's Report (Exec Committee) 2min**

1. Committee Chairs and membership

2. Update on committees – Review new board seats on committees  
Bylaws committee needs to meet (one member can't meet during the day and one member can't meet at night. One meeting will be scheduled for each.

V Miller talked about missing paperwork on HOA Encino and Encino Property Owners (Gerry Silver and Carol Levin) need to get updated paperwork to allow votes.

#### C. Secretary's Report (Exec Committee) 5min

1. Review of General Board meeting minutes and Vote Count sheets – June 2019  
Corrections were made, update will be made and sent over to approve for next general meeting.

#### D. Treasurer's Report & Finance Committee (1hr)

2. 2019 June Monthly Expenditure Reports (MER)  
Items from last month need to be re-voted on at General meeting  
Budget Day was discussed. Need a budget advocate that is not on the Exec committee, need to put back to board for two additional advocates.

#### E. Sergeant-at-Arm's Report (Exec Committee) 2min - Roster, Ethics, Funding & Code of Conduct

- Money to Valley Disaster letter to be written for October 12-19  
2 applications for Apt Condo (one is missing address and one is missing qualified documents)  
Discussed changes:  
Need better time for general meetings  
Reminders when you have to leave the meeting “Point of contention”  
Committee reports at beginning of meetings to get participation  
After presentations we need public comment first then board responses  
Need to have a stricter meeting; not an open forum.

### 5. New Business Executive Committee (30min):

- A. **NPG M.A.R.Y. Foundation** – The m.a.r.y. foundation is a year round program, ongoing, and this grant will help and enable m.a.r.y. to offer a free event, m.a.r.y.'s day and workshops to the community by helping with the cost for advertisement, supplies, art materials, etc... Our logo will be placed on the printed event posters, event program, and announced in the newsletters via email acknowledging the Encino Neighborhood Council. The amount requested from the ENC is \$2000. **MOTION; EXE-19-07-0066:** The ENC's Executive Committee requests that the Encino Neighborhood Council support the m.a.r.y. foundation's NPG in the amount of \$1500.00

K Purcell moved to accept the 1500, P Bates 2<sup>nd</sup>, (4,0,0)

- B. **Allocate Ongoing Expense for Facebook Ads and Boosts** – The ENC would like to be able promote Facebook posts with “boosts” and “ad.” Rather than voting on each separate boost or ad, we would like to allocate \$300 for these types of promotions. **MOTION; EXE-19-07-0067:** The ENC's Executive Committee recommends that the Encino Neighborhood Council approve \$300 to be able to boost or create ads on social media, (Facebook, Instagram, Twitter) without voting on each specific ad.

P Bates moves to accept UP TO 300.00 / K Purcell 2<sup>nd</sup> (4,0,0)

- C. **Business Cards for New Board Members:** Business cards for new board members and board members with new positions should be purchased. **MOTION; EXE-19-07-0068:** The ENC's Executive Committee recommends purchasing business cards for new board members as well as board members with new positions and requests the approval of up to \$500 for business card from Vista Print or similar.

V Miller moves to accept / K Purcell (4,0,0)

- D. **NPG, Los Encinos Docent Association** – We have received an NPG from the Los Encinos Docent Association for their Shakespeare performance of Henry V on August 3<sup>rd</sup>, 2019. The request from the ENC is for \$3499. **MOTION; EXE-19-07-0069:** The ENC's Executive Committee requests that the Encino Neighborhood Council support the Los Encinos Docent Association's NPG request in the amount of \$2000.00.

L Blumenfeld moved to accept the 2000.00 adding the address, time and date of event,

K Purcell 2<sup>nd</sup> (4,0,0)

- E. **PopUp Art Event at Encino Park** – List of bands were passed around and top three bands were chosen

- F. **Executive Committee Meeting** – change the time of meeting to be 6:30 pm instead of 7:00 pm for Executive meeting only K Purcell moved to accept / P Bates 2<sup>nd</sup> (4,0,0)

#### **SPEAKER CARDS:**

Heather Michaels spoke on Animal Welfare – would like a committee created, would like this put on the agenda for General Meeting

Amy (Los Encinos Park) had several comments and questions regarding OutReach – was referred to OutReach Committee with A Garay

#### **6. Adjournment by 9:00pm**

**Next Executive Committee meeting August 20, 2019**