

ENCINO NEIGHBORHOOD COUNCIL  
Executive Committee Meeting  
APPROVED MINUTES  
Wednesday, November 14, 2012

Location: Encino Community Center, Back Craft Room, 4935 Balboa Avenue, Encino

Present: Executive Committee Members constituting a quorum with no absences: Glenn Bailey, Ken Silk, Kathy Moghimi-Patterson and arriving at 7:14 P.M. before any vote and during first presentation Todd Rubinstein and John Arnstein. Board Members & Alternates: Gerald Silver, Debra George, Talar Dardarian, and Sharon Brewer. Staff members: Tracie Field and Theresa Houlberg. Others: Students from Marymount.

1. CALL TO ORDER, ROLL CALL AND QUORUM

The meeting was called to order at 7:05 P.M. by President Glenn Bailey. Those present introduced themselves and it was determined there was a quorum.

PRESENTATION BY ENCINO COMMUNITY CENTER DIRECTOR TRACIE FIELD

Tracie referred to the use of staff (not allowed) and space and the duty of the Council to set up and tear down the room being used. She presented a letter of agreement giving the ENC a right to occupy the Encino Woman's Club which is more particularly discussed in Item 10. There was discussion about whether the monthly Board meetings should start earlier and/or end later. It was pointed out that although the meeting was supposed to end at 9:00 P.M. the time could be extended to 9:30 P.M. without charge (or possibly even later with payment of additional money).

2. PRIOR MINUTES

The minutes of the last Executive Committee meeting held on October 16, 2012 were distributed. A motion was made, seconded and adopted without opposition to table the minutes to the next meeting.

3. REGULAR MEETING DATE

There was discussion of a regular date for the Executive Committee. None of the members indicated any problem with the second Wednesday. A motion was made by Kathy Moghimi-Patterson, seconded by Ken Silk and adopted by a vote of 4 Yes 0 No and 1 (Rubinstein) abstention to have regular meetings on the 2<sup>nd</sup> Wednesday at 7:00 p.m.

4. ROLE OF EXECUTIVE COMMITTEE –BY LAWS & STANDING RULES

Glenn recited the following provisions of the ENC By-Laws and there was also discussion of Standing Rules and the advisability of posting them on the website:

Article.VI - Listing the officers who comprise the Executive Committee.

Article VII - Providing for committee recommendations brought to the Board for action and referring to Standing Rules

Article VIII - Providing for Executive Committee to set for agenda for Council meetings

## 5. DUTIES & POWERS OF OFFICERS

Glenn referred to Bylaws excerpts in the Notice and Agenda regarding the powers and duties of the officers.

## 6. PRESENTATION BY COMMUNITY CENTER DIRECTOR TRACIE FIELD (see above)

## 7. PRESENTATION BY ENC STAFFER THERESA HOULBERG

Theresa referred to a notebook containing items for a general meeting that will be available for the public. There was also reference to the need to complete an updated ENC roster. There was discussion of the possibility of transmitting a newsletter or schedule of local events. There was also discussion of the ENC distribution list with approximately 2,300 names and the possibility of creating separate lists based on the type of information (i.e. specific agendas) those on the list(s) wanted to receive. It was pointed out that the staff was for the whole ENC and the committees should prepare their own agenda and minutes. There was also discussion of having a policy regarding the work for the PLU Committee.

## 8. ENC OFFICE STAFF RESPONSIBILITIES

A document was distributed enumerating ENC Office Staff Responsibilities. A motion to recommend the Board adopt the Office Staff Responsibilities was made, seconded and adopted unanimously. CONSENT ITEM

There was discussion of posting this on the Web site, but this was left open. The Responsibilities included the following:

Check Voicemail: Return any messages or forward them on to the appropriate persons.

Check E-mail Account: Respond to any messages or forward them on to the appropriate persons.

Answer the phone: Answer any questions or refer them to the appropriate ENC Member, or City Agency (311 Toll free City Info line).

Add any new additions to our stakeholders email list and vertical response email list.

Mail: Collect the mail and distribute to the appropriate persons.

Website: Add events to the calendar.

Post Agenda and Minutes.

Any other content is added upon the request and approval of Committee Chairs and/or the Executive Committee.

## 9. ENC OFFICE STAFFING HOURS

The document referred to in #8 also contained the ENC office staffing hours which included an enumeration of 18 hours a week. There was discussion about the hours and in particular the need to limit the time to 15 hours to conform with the budget. There was a consensus that the best hours listed on the document that should be deleted was on Monday. Therefore, the proposed the revised hours were:

Tuesday & Wednesday between 10:00 A.M. and 1:00 P.M. a total of 6 hours.

Thursday between 12:00 P.M. and 6:00 P.M., a total of 6 hours

Friday between 10:30 A.M. and 1:30 P.M., a total of 3 hours.

A motion was made by Kathy, seconded by John and adopted unanimously to recommend the Board adopt these hours. CONSENT ITEM

#### 10. RENEWAL OF PERMIT TO USE OFFICE SPACE IN ENCINO WOMAN'S CLUB

Tracie presented a proposed Letter agreement (Right of Entry Permit) providing that the ENC would have the right to occupy the Encino Woman's Club. The President stated the agreement was being sent to DONE and it was subject to DONE's approval. There was discussion, but no consensus as to whether the agreement should be presented to the Board for approval subject to DONE's approval or should only be presented after DONE's approval. There was a suggestion to check about using other space within the Encino Community Center.

#### 11. PRESIDENT'S REPORT

A - Glenn reported that alternate Michael Janovici submitted his resignation and an effort was being made to determine whether other alternates would be serving. He also referred to the vacancy in Area 5 and other Alternate positions.

B - Glenn stated his desire to appoint Keven Steinberg as City Attorney Liaison. There was discussion of Keven's other representations regarding employed city attorneys. A motion was made by John Arnstein, seconded and adopted by a vote of 3 Yes 2 No to recommend that the Board recommend that the Board approve the appointment.

C - Glenn stated his desire to appoint Debra George as ENC Representative to Sepulveda Basin Wildlife Area Steering Committee and the members voted 5-0 to recommend that the Board approve the appointment. CONSENT ITEM

D - Glenn referred to the need to have all Board members take the mandatory Ethics Training and Kathy agreed to oversee this effort for full compliance.

E - Glenn reported on the following items: participation at the Encino Park and Ride Lot opening; posting of PLU minutes on the website; Planning Department previously sent Mobility Plan documents to Diane Rosen; the need for the PLU to study/follow up projects regarding the following locations: 17100 Ventura and 16300 Ventura; and City Hall East Parking Passes. Glenn stated he and Debra would be at the Budget Day on November 17<sup>th</sup>. There was also reference to Treasurer's Training on November 19<sup>th</sup> and Glenn will be attending and urged other members to also attend.

#### 12. VICE-PRESIDENT'S REPORT

Todd Rubinstein stated he was contacting members regarding committees. Glenn noted the urgency of appointing chairs by the November Board meeting.

#### 13. TREASURER'S REPORT

John Arnstein proposed that Glenn Bailey be Second Signatory. A motion to approve this was made, seconded and adopted unanimously. CONSENT ITEM

#### 14. BOARD RETREAT

There was discussion of having a retreat and it was suggested it be in January.

#### 15. ADJOURNMENT

The meeting adjourned at 9:42 P.M.

Submitted by Kenneth Silk, Secretary