



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

ENCINO NEIGHBORHOOD COUNCIL  
Executive Committee Meeting  
Wednesday, November 13, 2013  
APPROVED MINUTES

Location: Encino Community Center, Back Craft Room, 4935 Balboa Blvd., Encino

Present: A quorum consisting of all the Executive Committee members: John Arnstein, Glenn Bailey, Kathy Moghimi-Patterson, Kenneth Silk and Todd Rubinstein. No one else was present other than Board Member Sherman Gamson who stayed until after Item 3B was considered.

1 CALL TO ORDER The meeting was called to the order by President Glenn Bailey at 7:04 P.M.

2 APPROVAL OF MINUTES The Minutes of the last Executive Committee meeting held on October 9, 2013 were present and a motion was made, seconded, and adopted by vote of 3 Yes 0 No and 2 Abstentions.

3 SPECIAL ITEMS

A PURCHASE CARD EXPENSES ERRONEOUSLY CHARGED TO ENC The President noted there were additional erroneous charges this Fiscal Year, reportedly in July and August.

B 2014 ELECTION UPDATE & AD HOC 2014 ELECTION COMMITTEE REPORT BY INTERIM CHAIR SHERMAN GAMSON. Glenn reported that Tony Wilkinson (tony@empowerla.org) was named as Independent Election Administrator (IEA) for Region 3. There was discussion of the Board motion to have voting by mail provided there was pre-registration. Glenn reported that he ascertained that it would not be possible to have such pre-registration and, therefore, the ENC election would have no Vote By Mail. There was discussion of the location and hours of the election. Sherman reported that he learned the Encino Community Center (the Boards first choice for a location) would be open on the designated election date (Sunday, March 16) from 10:00 A.M. to 6:00 P.M. which would not be enough time prior to the previously designated start of voting at 10:00 A.M. and might not allow sufficient time after the previously designated close of voting at 4:00 P.M. Glenn stated he believed he could work out being able to use the Center at 8:00 A.M. If additional time was required the ballots could be counted at the Van Nuys City Hall. (The Balboa Sports Center is the backup location.) There was discussion regarding applications by candidates (Glenn stated that Empower LA will provide the form) which would be open from around December 31 to January 30. There was also discussion of the time span between the December 4 and January 22 board meetings and the resultant need for the Election Committee to propose motions at the December 4th meeting authorizing expenses and other action (such as regarding publicity) regarding the elections. There was recognition of the need for the Outreach Committee to meet and work on election outreach.

C ENC OUTREACH SURVEY There was discussion of the ENC Outreach Survey requested by DONE and it was decided not to have this matter on the agenda.

4. DECEMBER 4, 2013 BOARD MEETING 2

- A. ITEMS CARRIED OVER FROM LAST MEETING It was noted that at the October meeting no action was taken regarding the recommendation of the Traffic/Transportation Committee to support the request for permit parking on Killion Street after it was pulled from the consent calendar.
- B ITEMS REFERRED TO COMMITTEES There was reference to PLU consideration of Densmore property.
- C. RECOMMENDATIONS FROM ENC COMMITTEES It was noted that there were or might be recommendations by the following committees: By-Laws, Parks, PLU as well as recommendations of the Election Committee for authorization of expense and other actions regarding the election.
- D. APPOINTMENT OF VARIOUS LIAISONS AND ALTERNATES (See Item 6 E. F & G below)
- E. BOARD RECOMMENDATIONS ON NEXT EIGHT NC PLAN REVIEW MOTIONS BEING CONSIDERED BY BONC The members had no objection to Glenn's suggestion that the Board just be asked to answer yes or no to the motions.
- F CITY WIDE ISSUES There was an agreement to mention without recommendation a proposed City Council resolution regarding NC Board Member training concerning harassment (Item 6d).
- G. FINANCIAL REPORT There was agreement that this item should be considered at the start of the meeting prior to the consent items. (See Item 9 A below) Also consider possible NPG grants (Item 9 B) and reimbursing of Glenn Bailey for Post Office Box keys (Item 9C).
- H. CO-SPONSORING & CONTRIBUTING TO VALLEY ALLIANCE MIXERS (See Item 6 H below)
- I. BOARD VACANCIES & SUCCESSION OF ALTERNATE A change regarding Public Safety Representative (Item 8) and election of Volunteer Alternate (Item 6A)
- J. GUEST SPEAKER It was reported that State Senator Fran Pavley is interested in speaking and it was agreed to ask her to speak about matters relevant to the work of the Council.
- K. REFRESHMENTS It was agreed to have refreshments from California Plaza Kitchen, but as a backup (such as if CPK was too expensive) to ask Poquito Mas.
5. JANUARY 22, 2014 BOARD MEETING It was noted that the possible appearance of Controller Ron Galperin has not been confirmed.
6. PRESIDENT'S REPORT
- A. BOARD VACANCIES The President reported receiving documents of an applicant to be the Volunteer Alternate.
- B. PRIOR BOARD MEETING ACTIONS & CIS UPDATE None
- C. LOGS OF INCOMING CORRESPONDENCE Glenn referred to the last transmittal by Theresa.
- D. UPDATE OF CITYWIDE ISSUES
- (1) Motion Defining Stakeholders- Glenn referred waiting for the ordinance (CF 13-0859)
- (2) Motion Concerning NC Board Members Training Programs. Glenn referred to the pendency of a motion for training regarding harassment as a result of an alleged incident at another council (CF 11-1017-S1). The members discussed this matter and decided to put this matter on the agenda without recommendation.

E. TRANSPORTATION LIAISON AND ALTERNATE It was reported that Jason Ackerman was agreeable to being the ENC Transportation Liaison and Laurie Kelson was agreeable to being the Alternate. Glenn recommended the aforementioned appointments. A motion was made seconded and adopted by a vote of 5-0-0 to recommend approval of the aforementioned appointments.

F. ENC PUBLIC WORKS LIAISON & ALTERNATE A motion to recommend approval of Kathy Moghimi-Patterson as alternate was made by Kathy, seconded by Todd and adopted by vote of 5-0-0. There was a consensus not to make any recommendation regarding the Liaison.

G. ENC PUBLIC SAFETY LIAISON & ALTERNATE There was discussion of these positions. A motion was made by Kathy, seconded by Todd, discussed and adopted by vote of 5-0-0 to recommend designating Art Sherman as the Public Safety Liaison.

H. VALLEY ALLIANCE MIXER Glenn reported on plans of the Valley Alliance of Neighborhood Councils to have a Holiday Mixer on December 12, 2013 starting at 6:00 P.M. at CBS Studio City and an 11<sup>th</sup> Anniversary Mixer on April 10, 2014. A motion to recommend co-sponsoring said events and contributing a total of \$250 for said events was made, seconded, discussed and adopted by vote of 5-0-0.

7. VICE PRESIDENT'S REPORT Todd Rubinstein reported on the lack of recent meetings of the Airport and Public Safety Committees.

8 SECRETARY'S REPORT Kenneth Silk reported that he was waiting for Theresa to type up a form to use for members to sign in at meetings and stated he would contact Theresa about this before the next meeting. It was also reported that as a result of missing the October meeting John Tashtchian has been absent for a total of four meetings. It was stated that based on the Bylaws provision regarding four absences and ENC action regarding other members that John Tashtchian had vacated his seat and none of the members disagreed. It was noted that Art Sherman was John's Alternate and he would be asked if he was willing to now serve as the Representative.

#### 9 TREASURER'S REPORT

A EXPENDITURE REPORT John noted that the September report which should have been approved at the October Board meeting was not acted upon due to lack of quorum due to the lateness of the hour. It was agreed to ensure required action there would be consideration of both the September and October reports at the beginning of the December 4<sup>th</sup> meeting just before the consent items.

B UPDATE ON NPG GRANTS John gave an update of Neighborhood Purpose Grants and it was noted that the Audubon Society had not yet been paid. There was discussion of possible future grants regarding Killion Street beautification and the Encino-Tarzana library.

C REIMBURSING OF GLENN BAILEY Glenn reported Theresa could not find her Post Office Box key and Glenn did not have access. Glenn further reported that due to this he obtained two Post Office Box keys at a cost of \$18. A motion was made by Todd Rubinstein, seconded by John Arnstein and adopted unanimously to reimburse Glenn Bailey for \$18 for the two keys.

10 SERGEANT AT ARMS REPORT Kathy stated there were no new items to report. 4

#### 11 CONTINUING BUSINESS

A ENC HOURS There was discussion of having Theresa work on Mondays rather than on Friday and Glenn stated that he understood she would prefer this.

B. ENC POST OFFICE BOX ACCESS It was reported Theresa got a key for the Encino Woman's Club mailbox. There was agreement for ENC to use this box to receive mail and to cease using its present Post Office box after the present term expired. There was also discussion of a period of time when due to a misunderstanding no one had retrieved mail from the Post Office Box. A motion was made by Kathy Moghimi

Patterson, seconded by John Arnstein, and adopted unanimously to authorize the duplication of four keys for the mailbox at the front of the Encino Woman's Club for ENC use.

12 ENC COMMITTEE REPORTES AND POSSIBLE REFERRAL

A PLU It was noted the PLU should be reminded to consider the issue regarding the Community Plan designation of the area west of Densmore Avenue.

B EMPLOWERLA NEWSLETTER There was reference to this newsletter and to confirm that members are receiving it directly.

13 UPCOMING NC MEETINGS & EVENTS The Agenda noted the following meetings and events:

November 14 Valley Alliance of NC's meeting

December 7 L.A. NC Coalition meeting

December 14 Board of Neighborhood Commissioners (BONC) meeting

14 PUBLIC FORUM - None

15 BOARD MEMBER ADDITIONAL COMMENTS None

16 NEXT EXECUTIVE COMMITTEE MEETING It was agreed that since the next Board meeting would not be until January 22, 2014 there would be no executive committee meeting on December 11 and the next meeting would be on Wednesday, January 8, 2014.

17 ADJOURNMENT The meeting adjourned at 8:53 P.M.

Submitted by Kenneth Silk, Secretary