



Officers

TODD RUBINSTEIN
President

KATHY MOGHIMI-
PATTERSON
Vice President

ANNI KEUSSEYAN
Secretary

GEORGE JAWLAKIAN
Treasurer

SHERMAN GAMSON
Sergeant at Arms

ENCINO NEIGHBORHOOD COUNCIL
Executive Committee Meeting
Wednesday, April 9, 2014
APPROVED MINUTES

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

PRESENT: Executive committee members: Todd Rubinstein, Kathy Moghimi-Patterson, Sherman Gamson, George Jawlakian and Anni. Also were present the following Board members: Debra George, Gerald Silver, and Mel Roberts. Alternates Glenn Bailey and Sharon Brewer were present. Tracie Fields was present during a portion of the meeting. Also present was stakeholder Brent Lowensohn.

Roll Call and Determining of Quorum: The meeting was called to order by President Todd Rubinstein at 7:04 p.m.

- A. Tracey Fields mentioned that:
 - a. The ENC's committee chairs need to contact her in advance to reserve a room prior of scheduling their committee meetings.
 - b. The ENC's current permit is good until end of June. A new application needs to be submitted for the next fiscal year which starts on July 1st.
 - c. Need to end the regular board meetings by 9 pm.
 - d. And if any help is needed to reach out to Tracie.
- 1- **Councilman Koretz at General Meeting:** President Rubinstein mentioned that Mr. Koretz will be at ENC general meeting on Wednesday April 23rd and that he will present outgoing board members with honoraria.
- 2- **Board and Alternate vacancies:**
 - a. President Rubinstein mentioned that currently Areas 4, 5 and 7 are vacant. And Mr. Mickey Cohen elected Area 4 rep. has resigned. As well as Education Rep seat is vacant. Need to do some outreach and encourage qualified candidates to apply for the corresponding vacancies.
 - b. Vice President Patterson added that she is in process of reaching out to few referrals and leads, and she will keep us posted.
- 3- **Officers Reports:**
 - a. President's Report: Todd mentioned that he is still in process of completing all the required forms required by DONE.
 - b. Vice President's Report: Kathy mentioned that she reached out to all board members and invited them to join at least 1 committee. She has been working with the ENC Board members while and trying to put their committees together. She is still finalizing the Committee Chair appointment task. A special effort needs to be placed around Education and Public Safety committees, as they lack representations.
 - c. Treasurer Report: George mentioned he is still trying to catch up with everything with for his new responsibilities. He is trying to complete all his training to comply with DONE.
 - d. Sergeant at Arms Gamson suggested that, the By Laws committee should look to fill the positions with qualified candidates or delete the positions if not filled.
 - e. Secretary's Report: None
- 4- **Signatories to ENC account:**

- a. As it was decided / elected by the ENC Board at the General Board Meeting to have Treasurer George Jawlakian and President Todd Rubinstein to be the First and Second Signatories to ENC Checking Account and for ENC Pcard. George and Todd are in process of filling the appropriate forms.
- 5- **Food and Refreshments for April 23rd General Board Meeting:** A motion moved by Kathy and seconded by George to get food and refreshment for up to \$250.00 from Green Olives conditional to 30/60 day net. Motion passed by 5/0/0
- 6- **Purchase of the Brown Act book:** There were some discussions around instead of purchasing the book reviewing it online when needed or have the book printed locally or perhaps ask the State Senator for a free copy. Sherman moved a motion, seconded by Anni to authorize the purchase of 1 Brown Act Book as long as not to exceed \$25.00. Motion passed by 5/0/0
- 7- **New Board training** (90 minutes) at the next General Board meeting on April 23rd: It was discussed to keep the agenda light and dedicate only 30 minutes for the officials and public comments, A motion was made by Sherman and seconded by Todd to start the General Board meeting at 7:00 pm, complete the general business by 7:30 and start the training at 7:30 pm. Motion passed 5/0/0
- 8- **Public / Board Member comments:**
 - a. A motion was made by Kathy to approve previous meeting minutes at the next meeting, seconded by Todd. Passed 5/0/0
 - b. Discussion was made in regards to who would be the authorized member to complete and submit the Community Impact Statement (CIS) online. Need to add this item to General Board Meeting Agenda.
 - c. Debra made a motion to have her appointment renewed at the 'Sepulveda Basin Wild Life Areas Steering Committee'. Will add this to General Board meeting Agenda.
 - d. Debra made a comment in regards to when an item is pulled at the General Board meeting; after the item is discussed, the last comment should be made by the chair of that specific committee chair person.
 - e. Public comment: Mr. Brent Lowensohn in reference to 4915 N. Densmore Ave, lot split and zoning change.
 - i. Mr. Lowensohn indicated that about 9 months ago or so he had requested that ENC PLU committee provides him a letter stating that this project was not passed at the PLU committee meeting.
 - 1. Lot split case # AA02012-1221-PMLA
 - 2. Zoning case # ZA-2013-1063-ZAA
 - 3. Glenn stated that a letter was hand delivered to the PLU committee meeting and that he was not able to provide a copy.
 - 4. Todd will follow up on this request.
- 9- **Adjournment:** Meeting was adjourned at 8:38 pm

Minutes submitted by Anni Keusseyan, Secretary