

CITY OF
LOS ANGELES



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, August 13, 2014
APPROVED MINUTES

LOCATION: Encino Community Center - Back Craft Room, 4935 Balboa Blvd, Encino 91316.

PRESENT: Executive committee members: Todd Rubinstein, Kathy Moghimi-Patterson, Sherman Gamson, George Jawlakian, and Anni Keuseyan (arrived at 7:15). Member: Varant Majarian.

Alternates: Raquel Marshall, Sharon Brewer and Glenn Bailey. Also stakeholders Mark Reed and his wife were present. Also, Tracie from Encino Community Center was present.

- 1) Call to Order, Roll Call, and Determination of a Quorum, Code of Civility, & Reminder of Exec Committee Protocol for those in attendance: The meeting was called to order by President Todd Rubinstein at 7:04 p.m.
- 2) Approval of minutes of the previous Executive Board Committee Meeting:
 - a) Kathy Patterson moved a motion to approve the minutes from July 9th, 2014 meeting, 2nd by Sherman Gamson. The motion passed 4/0/0 (Anni was not present)
- 3) Officer's Reports:
 - a) President's Report:
 - i) Email addresses (@encinonc.org) for ENC officers are now forwarding emails: Todd mentioned that personal email addresses for ENC Board members are now available, if interested, need to let Todd know.
 - ii) Reminder of teamwork and days of "gotcha" are over in this administration; e.g., 8/7/14 Education Committee Meeting Agenda missing start time issue, even though noticed on ENC Website: Todd mentioned that someone has placed a call to the City Attorney's office, complaining that the time was not mentioned on the Agenda. He said this should have not happened, instead, him, the Committee Chair or the ENC office should have been notified. After all, it was very informative meeting and things went well.

iii) Theresa's hours and deadlines for Agendas, etc: Todd reminded everyone of Theresa's office hours, and reminded to call if her help is needed.

b) Vice President's Report:

i) Committee Chairs and membership: Kathy reiterated that based on ENC bylaws, the standing committees need to meet at least once a quarter. And urged all Committee Chairs to set up the monthly/quarterly meetings soon.

c) Treasurer's Report:

i) Update: Checking Account with Union Bank authorized by City Council

ii) P-Card update / ENC Funds and Expenses: ENC account is brought to current. All bills are paid

iii) Staff hours and payments to Apple One – City Check Payment Tracker Accuracy for 2013/2014 and potential missing payments: George mentioned that he still doesn't have full access to the Apple One account. He is trying to have all pending invoices get paid.

iv) FY 2014/2015 Budget Package due 9/1/14 - DONE (also see 4f below): George mentioned that the ENC Budget needs to be reviewed and approved. George also mentioned that the ENC accounts now are set and active. He mentioned that he is working on completing the Monthly Expense Reports and he will present it to the General Board for their approval. George also mentioned the Finance Committee meeting was scheduled for Wednesday September 3rd.

d) Secretary's Report:

i) Voting on funding matters - were ineligible board members removed from General Board Voting: Anni mentioned that she recounted the votes, and ineligible votes were 1

e) Sergeant-at-Arm's Report:

i) Updates on Ethics and funding training mandates: Sherman reiterated that all board members need to comply with DONE and need to keep their Ethics training current and also attend the special Funding training.

4) New Business:

a) Jason Ackerman - presentation on why an Ad Hoc Traffic / Transportation subcommittee should be established for the Hayvenhurst Ave corridor and what stakeholders would be involved: Todd mentioned that Jason Ackerman expressed his interest in creating an ad hoc Transportation committee for the Hayvenhurst Avenue project. It was discussed that this could happen if we have the stakeholders get involved. It was decided to put it on the General Board meeting Agenda.

b) Time-Warner proposal for business class internet service switch to avoid future problems with residential class authorization and access to company when new officers are seated:

ENC came across Time Warner advertisement for Internet service which would save ENC money on their monthly bill. George has initiated the discussion with Time Warner and requested a proposal. Todd moved a motion, 2nd by Sherman to consider switching ENC Internet services to Time Warner, with monthly charges not to exceed \$80. Passed by 5/0/0

c) Food & Refreshments for 8/27/14 General Meeting - - authorize up to \$250: Todd moved a motion to authorize but not to exceed \$250 to order food from Fresh Brothers Pizza for the next General Board meeting, it was 2nd by George. Passed 5/0/0

d) Potential Speakers for Next Board Meetings - Steve Soboroff, LA City Atty Mike Feuer, Congressman Sherman, Assembly member Matt Dababneh, State Senator Fran Pavley: There was discussion on who should we invite as our guest speakers for the next meeting, Todd and Kathy to follow up with the above mentioned officials' representatives to check their availabilities

e) Referral to By-Laws Committee a substantive change in the board member attendance rules; Article V, Section 5 entitled "Absences" to be clearer, more fair, and equitable to those serving on the ENC: There was a discussion on the ambiguity for the allowed Absences for the Board Members. It was agreed to refer this to By Laws Committee for their further discussion and clarification. It was suggested that need to differentiate between Excused vs. Unexcused absences. Also, need clarify the time frame for maximum allowed absences, i.e. Calendar year or 5 consecutive. By Laws Committee chair Sherman Gamson said will add this topic to the agenda.

f) Reset Sept General Meeting date from 9/24/14 to another date because of a significant Jewish Holy Day (Erev Rosh Hashanah - First night of Jewish New Year): Since the September General Board meeting falls on the Eve of Jewish Holiday; it was decided to hold the meeting on Wednesday September 17th instead. Todd moved the motion, 2nd by Kathy. Passed by 5/0/0

g) Dates for November and December ENC General Meeting or combine them: Since November General Board meeting falls on the day before Thanksgiving and the December meeting on Christmas Eve, it was decided to combine the 2 and have once meeting on Wednesday December 3rd instead. Todd moved the motion, 2nd by Kathy. Passed by 5/0/0

h) Items and requirements for DONE Budget Package:

- i) Neighborhood Council Self-Assessment for Fiscal Year 2013-2014
- ii) Neighborhood Council Strategic Plan for Fiscal Year 2014-2015
- iii) Neighborhood Council Outreach Survey for Fiscal Year 2014-2015

- iv) Neighborhood Council Budget for Fiscal Year 2014-2015 George brought to our attention that the DONE Budget Package needs to be competed and submitted by September 1st. It was decided that Todd and George will work on it together and bring it to the next General Board meeting.
- 5) Old Business: Account updates:
- a) Biz cards pricing authorize up to \$300 for 20 sets of 250 at \$10 per set: Todd mentioned that the 1st order was processed and was delivered to the board members. He mentioned again, if interested to let him know.
 - b) Update: Board referral to By-Laws for potential Standing Rules change or alteration regarding recently passed rule for PLU Projects: It was agreed on to send this item back to the By Laws committee for reconsideration.
- 6) Board Seats and Vacancies – Members & Alternates:
- a) Other Stakeholders – ENC Website - http://encinonc.org/home_elections.php
There were no new applications to consider.
- 7) PLU issues & Updates:
- a) Balboa / Victory Residential Development by Moss between Orange line and Victory Blvd just west of Office Complex: Todd gave an update on this project and mentioned that it might come to the PLU committee soon.
 - b) Update: 5015-5041 Balboa - 42U – Excavation and impact on Encino Charter Elementary: There was a discussion in regards to the project and its impact and possible distraction to the school.
- 8) Public Comments:
- a) Mark Reed made general comments, and thanked the ENC for giving him opportunity to speak at the last month's General meeting. He also expressed his interest on considering him as a potential speaker again and perhaps set up a debate with Brad Sherman.
 - b) Sharon made a general comment that all ENC payments should be on the 'Check Tracking' system, but for some reason it only shows 8 items.
- 9) Future meetings:
- a) The next General Board Meeting is scheduled for Wednesday August 27, 2014
 - b) The next Executive Committee Meeting is scheduled for Wednesday September 10, 2014
 - c) VANC Monthly Meeting: - Thursday August 14, 2014
 - d) Budget Day – Saturday August 16, 2014

e) VANC Candidate Forum: - LA County Supervisor 3rd District Race: October 9, 2014

f) LANCC Meeting: – Saturday September 6, 2014

g) BONC Meeting (City Hall): - Monday August 18, 2014 (8/5/14 meeting was Studio City)

Todd mentioned the upcoming meetings and encouraged all the members to attend.

10) Adjournment: Meeting was adjourned at 8:43 pm

Minutes submitted by Anni Keuseyan, Secretary