

**ENCINO NEIGHBORHOOD COUNCIL
Executive Committee Meeting
Wednesday, March 11, 2015
PROPOSED MINUTES**

LOCATION: Auditorium – Back Craft Room, 4935 Balboa Blvd.

PRESENT: Executive committee members: Todd Rubinstein, Sherman Gamson, Kathy Patterson, Sharon Brewer and Anni Keusseyan.
Board member Jason Ackerman was also 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 7:02 pm.
- 2) **Approval of the October 8, 2014, January 14, 2015 and February 11, 2015 Executive Committee Meetings Minutes (Motion required, unless no objections):**
 - Kathy moved a motion to approve October 8th minutes, 2nd by Sherman. Approved 4/0/1
 - It was agreed to table the January 14th and February 11th minutes at the next month's meeting.
- 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 all ENC Board members are now available, if interested, need to let Todd know.
Todd mentioned that there are about 1400 email addresses in ENC database. The Vertical Response, the ENC mass mailing company is sending out mass emails to all email addresses. Of off those, only 1100 are deliverable and the rest either bounced back or been 'Unsubscribed' from ENC. One of our existing board members had unsubscribed himself from ENC database.
 - ii) **New Staffing & staffing hours and deadlines for Agendas, etc:** ENC staff Nazila's working hours is set as follows: Tuesday thru Friday 11am to 4 pm or 10am – 3pm
 - b) **Vice President's Report:** None.
 - c) **Treasurer's Report:** (ENC Funding and Checking Account Updates)
 - i) **Jan & Feb 2015 Monthly Expense Reports (MER) & expenditures.** Sharon is working on completing January and February MERs.
 - ii) **ENC Funds and Expenses – Union Bank Account Update – Account signatories:** Todd has mentioned that, the MERs for July to December 2014 have not been submitted yet by our Treasurer. Because of this delay, the ENC accounts were frozen and all pending payments were declined. Todd was upset and very disappointed that the despite of his many email and phone requests, Sharon failed to complete and submit the MERs before the deadline set by DONE.
Sharon committed that she would complete all the pending MERs and submit them to DONE with all the necessary paperwork by noon on Monday March 16th.
 - iii) **Apple One payments** are up to date.
 - d) **Secretary's Report:**
 - i) **Voting on funding matters - were ineligible board members removed from General Board Voting. New Board Voting forms – Funding and Non-Funding:** Anni said that she has started using the new forms.

e) **Sergeant-at-Arm's Report: Updates on Ethics and funding training mandates for Board members and Alternates:** Sherman mentioned that he will send out a reminder emails to all board members / alternates that need to renew their certificates.

i) Ethics Training link (NEW): <http://www.fppc.ca.gov/index.php?id=477>

ii) Funding Training at: <http://empowerla.org/funding>

iii) BONC Code of Conduct Policy – deadline extended to Friday 04/03/2015

iv) Lack of attendance by some at Board Meetings: no new updates

4) New Business:

a) **Motion to approve up to \$750 to help fund FoLAR for LA River Cleanup Event 04/11/2015**

Sherman moved, 2nd by Kathy to send this request to General Board for committee. Passed 4/1/0

b) **Food & Refreshments for 2/25/2015 General Meeting - - authorize up to \$250.**

It was discussed and decided to order food from Fresh Brothers Pizza. A motion made by Todd authorizing up to \$250 for food and refreshments, 2nd by Anni. The motion Passed 5/0/0

c) **Potential Speakers for Next Board Meetings –**

➤ Todd mentioned that LA City Attorney Mike Feuer was confirmed for 04/22/15

➤ Possible candidates for future meetings: LA City Police Commission, LA City Attorney Mike Feuer, Congressman Sherman, Assembly member Matt Dababneh, State Senator Fran Pavley, Seleta Reynolds, New General Manager, LADOT, VICA Speaker

d) **Consideration of ensure of PLU Rep Eliot Cohen – Pursuant to ENCE Bylaws Article V, Section 8 Censure for violation of code of conduct, Bylaws, and standing rules by a continuing pattern of mass emails as an unauthorized board member.**

After a brief discussion, a motion was moved by Kathy, 2nd by Todd, the ENC Executive Committee moves to warn PLU Rep Eliot Cohen, pursuant to ENC Bylaws Article V, Section 8 Censure for violations of code of conduct, Bylaws, and standing rules by a continuing pattern of mass emails as an unauthorized board member for the following emails:

➤ Email dated February 21, 2015 at 12:18 pm

➤ Email dated February 24, 2015 at 4:25 pm

Motion passed 4/1/0

5) Old Business:

a) **Update - Improvement & Infrastructure Committee Implementation (Jason Ackerman and or Bylaws Committee Chair, Sherman Gamson).**

Jason Ackerman was present at the meeting; he gave a detailed presentation of the committee's planned functions and anticipations. Todd mentioned that the committee has submitted a draft, and they are still working on the final plan. Once the final version of the plan is ready, it will be presented to ENC board. It was agreed that Jason to present at the general board meeting.

6) Board Seats and Vacancies – Members & Alternates: no action taken

7) Committee Reports:

a) **ByLaws Committee: Alterations of Absences provision Section 7, Article V.**

No updates.

8) Public Comments: None.

9) Adjournment: Meeting was adjourned at 9:03 pm

Minutes submitted by Anni Keusseyan, Secretary