

## ENCINO NEIGHBORHOOD COUNCIL

### Executive Committee Meeting

Wednesday September 9, 2015

### Proposed Minutes

**Location: Encino Community Center Auditorium, 4935 Balboa Blvd.**

**Present:** Executive committee members: Todd Rubinstein, Sherman Gamson, Kathy Patterson, Al Mass and Anni Keusseyan.  
Board members Sharon Brewer and Shelly Rivlin were also present.

1. The meeting was called by to order by President Todd Rubinstein at 7:05 pm
2. Approval of the August 12, 2015 Executive Committee Meeting Minutes
  - Kathy moved to approve the minutes, seconded by Sherman. Passed 4-0-0.
3. Officer's Reports:
  - a. President's Report – Prior NPGs and DONE policies regarding funding
    - Todd mentioned that some of the NPG's were already funded. He said he is still working with DONE to complete the few that are still pending
    - Todd thanked Al for the outstanding job he is doing as the ENC Treasurer
  - b. Vice-President's Report - Committee Chairs and membership
    - 1) Chairs: By-Laws Committee, Airport Committee & Public Safety Committee
      - Kathy mentioned that she has appointed Mark Levinson as Co-Chair for the ByLaws committee.
    - 2) Status of Volunteer Rep and Area 2 Rep Positions – Loss of stakeholder status
      - Kathy mentioned that, she has reached out to these board members and asked for re verification of their stakeholder statuses. She said that she hasn't heard back from Jason yet. And as far as her concern is that Sharon no longer is Sharon Brewer was no longer a member of the 'Friends of Encino Park' committee.
      - Discussion ensued that both members do not qualify and need to submit their resignation from the ENC
  - c. Treasurer's Report - ENC Funding and Checking Account Updates:
    1. ENC Funds and Expenses - June 2015 & July 2015 MER compilation
      - Al mentioned that he has completed the June and July MERs. He said he was working on the August MER, and will present to the board for review and approval at the September general board meeting. He also mentioned that MERs will be posed online soon.
    2. Report on Finance Committee Meeting Wed 9/2/2015 – Revised Budget for FY 2015/2016
      - Al gave an update on the Finance Committee meeting. He said they had reviewed and revised the budget for FY 2015/2016
    3. Financial condition of the ENC. Efforts to ensure expensed are allocated to FY 2015/2016 by meeting with Councilman Koretz (September 24<sup>th</sup>) on FY 2014/2015 Sweep, FSR, etc
      - Al mentioned that he has scheduled a meeting with Councilman Koretz for September 24<sup>th</sup>, where he and Todd will discuss the ENC budget for fiscal year 2014/2015. Since

ENC had some bookkeeping issues, and not all invoices and NPGs were paid on time, the unspent funds were swept from ENC's account. This left us with a lot unpaid bills. Al said that they were going to request that Councilman Koretz would approve to have all pending invoice from last fiscal year get paid from last years budget.

- d. Secretary's Report - No report
- e. Sergeant-at-Arm's Report - The ENC board members eligibility and their compliance with Ethics training was discussed.

#### 4. New Business:

- a. Protocol and procedure for funding NPGs, expenses, and use of forms (FRF & BVCF).
  - There was a discussion on how to have the FRFs completed correctly and in timely manner.
- b. Efforts to clarify new Bylaws; e.g. DONE's removal of Sgt at Arms from Exec Committee
  - There was a discussion in ref to this law. Kathy suggested to delegate this to Bylaws committee, to have the committee review that section and come up with their interpretation/suggestion and present it to the general board.
- c. Consider Board Resolution regarding loss of board member stakeholder status.
  - This should also be discussed at the Bylaws committee meeting.
- d. Food & Refreshments for 09/30/15 General Meeting - authorize up to \$250 for food and other items.
  - Todd moved to approve to spend up to \$250 for food and refreshments, to order Pizza from Fresh Brothers pizza in Encino, seconded by Kathy. Motion passed 5/0/ 0
- e. Potential Speakers for Next Board Meetings -
  - Todd said he will check the availabilities of any of the speakers listed in agenda, he asked us to let him with suggestions.

#### 5. Old Business:

- a. Status of outstanding Grants/Donations - All authorized and re-voted on by General Board (7/22)
  - i. PAID - VANC Mixer - \$500.00 (1/28/15 General Board Meeting - GBM)
  - ii. Education Grants (6) to various schools totaling \$4,057.00 - (2/11/15 Special Board Meeting - SBM)
  - iii. FoLAR - \$750.00 (3/25/15 GBM)
  - iv. Daddy Daughter Prom - \$1,000.00 (2/11/15 SBM)
  - v. Senior Symposium - \$750.00
  - vi. AFV Audubon Society - \$2,495.00
  - vii. PAID - BMRs from 5/27/15 General Board Meeting.
  - viii. Outreach Expenses from FY 2014/2015 & FY2015/2016 including but not limited to Taste of Encino and ENC office improvement.
  - ix. 8th Annual Valley Disaster Preparedness Fair - \$175.00 extra
  - x. "Movies in the Encino Park" Community Outreach event - \$500.00

- All the necessary forms were completed and submitted to DONE for payment request. Some of these items were already been paid by DONE.

**6. Board Seats & Vacancies – Members and Alternates**

- ENC board member application was discussed for Area 4 by Janie Thompson and Blake Rummel.

**7. Public Comments:**

- Janie Thompson and Blake Rummel spoke about the downed Oak Tree on Magnolia Blvd just east of Balboa Blvd in Amestoy Estates. Discussion about getting money from CD5 for replacement tree.

**8. Meeting Adjourned: 8:40 pm**