

6-3-13 MONTHLY – JOINT BOARD/COMMITTEE MEETING MINUTES – HELD AT NEW HORIZONS CLASSROOM FACILITY

Meeting called to order / Pledge of Allegiance - 6:38PM

Public Speakers (6:30-6:45PM) – Amelia Herrera-Robles from DONE

Thank you for having me today, my name is Amelia Herrera-Robles on staff with the Department of Neighborhood Councils and to speak a little bit about the Board Retreat which is item #2 on the agenda so congratulations on this weekend's events I heard the "fans" were a great success and I will make sure to share this with other council's; sometimes they are looking for ideas what things are not expensive but how to get the word out so congratulations.

Committee Member Attendance:

1. Budget & Finance
Mary Armenteros/Present
Anita Goldbaum/Present
Debra Francisco/Present
Debra Perkins/Absent

2. Ad Hoc Board Retreat
Mary Armenteros/Present

3. Events/Marketing/Outreach
Anita Goldbaum/Present
Nancy Xander/Present
Mary Armenteros/Present
David Hyman/Present
Mike Khalid/Present
Martha Kopy/Present
Robin Tyler/Absent

4. Planning & Land Use Management
John McGovern/Present
Amal Shahin/Present
Punam Gohel/Present
Peggy Burgess/Absent
Robin Tyler/Present

5. Beautification & Infrastructure
Jaynee Thorne/Present
Marina Adlivankina/Present
Mike Khalid/Present
Mike Majers/Present
Punam Gohel/Present
Amal Shahin/Present
Taisiya Smith/Present
Carly Fraser/Absent

Resident/Stakeholders in attendance count - 8

1. BUDGET AND FINANCE – Began approximately 6:50PM

a. Update and advise on new fiscal year budget

Mary stated that the new fiscal year budget is due July 12th, 2013 and will coordinate the next year's budget with each committee chair and will be forwarding to them a package which will include literature on the budget template and additional information for their use.

Mary advised that each committee will need to discuss with its members and determine what budget allocations they will need for the upcoming new fiscal year. In example, what do they foresee for future events, printing, advertising, etc.

Mary asked Amelia that the EmpowerLA website is incorrect with regard to the amount (shows \$40,500); we are only receiving \$37,000 for next fiscal year. Amelia stated she will check on this issue; it is more than likely an error that they will have to correct. She stated that the council should step back and take a look where they wish to allocate their funds and you can get the "most bang for your buck" in advertising. There are Neighborhood Purpose Grants, community improvement projects as well as specific outreach events and advertising, etc. and it is a good time to review what you did during the last year and decide on the allocations. She also stated to please remember that the funding can be reallocated when and where needed and it is not set in stone.

Mary provided a spreadsheet which indicated 10 months total figures. She asked that the chairs try to foresee what they may wish to do and the fiscal year begins on July 1st, however, they need to note that there will be a week without funds until it "kicks in" and to be cognizant of same.

Anita stated that elections are going to be earlier in 2014 and we must take into consideration that we have to budget these expenses as well. She stated that we need to keep very aware of this issue and check the EmpowerLA weekly newsletter for updates and information.

Mary advised that the Pcard will be totally eliminated and replaced with a "debit" card and electronic transfer of funds will be initiated. The Pcard will be "shut off" on June 14th, 2013 so any purchases that need to be made must be completed before that date. Amelia stated that there will be training on the new funding program and suggests that the entire board make it a point to take the training so everyone understands what the board can and cannot do; training is open to everyone, however, it is a requirement for the Treasurer and 2nd Signatory (Mary and Anita respectively). She also stated that everyone should know how public funds are spent and what is allowed.

Mary stated she will be sending emails to all the committee chairs advising them that all allocations must be completed before July 12th and presented at our GBM on July 18th, 2013.

Garry Fordyce asked how the budget was arrived at and he would like to have access to the reports and what is the process and why do these figures just "magically appear". Amelia stepped in to advise Garry that each council can decide how they wish to do their reporting, there is no "formal approved" process. Mary advised that all spreadsheet information is presented at the GBM (with copies on the table for all residents/stakeholders to take), as well as posted on our website for everyone to review. Everything is open and transparent.

David Hyman stated to Garry that the budgets are determined at committee level and then brought to the board for approval so you will know what is required.

Mary advised that she uses an Excel program which provides her with more flexibility and indicates all required information required by DONE (there is no required DONE template). Amelia stated that as long as we are reporting on a monthly basis and following the rules, there is no problem.

David Asked will there be money for the Westsider...Mary advised that the outreach committee will have to discuss this issue and decide how much to allocate to the Westsider.

Meeting adjourned – 6:58PM

2. AD HOC BOARD RETREAT – Began approximately 7:02PM

a. Update and advise on Board Retreat for June 29th, 2013 – New Horizons/Sam’s Café

Mary advised that the Board Retreat is scheduled for Saturday June 29th, 2013 tentative start time 12:00 noon to approximately 4:00PM. Amelia stated that any board member who wishes to help with the retreat can do so. She stated that retreats are a good way for new board members to take the opportunity to decide on what its strengths and weaknesses are and to address them. She recommends that we do a component of education training, etc. so that we are all on the same page, understanding the Brown Act, board structure, the powers of a committee, who vote, what does reconsideration mean etc. so that everyone has a good grasp on what they should be doing. The retreat is agendized and all stakeholders are welcome to attend, however, DONE will be in charge of any public comment which they will strictly limit. She advised that we will be discussing what our plans are for the next 6 months, what impact do we want to make in the community, the mission of the council, personal issues. She stated that everyone needs to come to the retreat with an open mind and everyone should be willing to compromise for the good of the board. She will be sending out a pre-retreat survey and encourages everyone to complete and return to her as soon as possible. She advised not to make the retreat too long, board members as well as stakeholders can get tired and lose interest, 3-4 hours should be sufficient. If residents/stakeholders wish to comment further, they can do so at the next GBM July 18th, 2013. She recommends that all board members attend, however, they are not obligated to do so.

Garry Fordyce wants to know why all board members are elected for a 2 year period; why is it not as before; half the board 2 years and the other have 4 years. Amelia advised that the current ruling is elected 2 years across the board for all councils.

Amelia suggested that we get together, 3 months after the retreat, to see the status on how we are operating, working together and she will continue to work with us on our future goals.

Mary stated that she and Anita went to North Hills East NC’s GBM to see what they are doing. She said they are brand new board and it is amazing what they are doing with beautification projects, they have hired a landscaper who provides assistance with clean up.

David stated that the last board had the retreat at El Queso Grande in Mission Hills; they had Hors devours, etc. Amelia stated that it would be better to have an environment that was a bit more quiet so the board can focus. She also stated if we have video capability it might be a good idea to do so at the retreat for future reference.

Meeting adjourned – 7:17PM

3. EVENTS/MARKETING/OUTREACH – Began approximately – 7:25PM

Anita extended her thank you's to the board members who helped out at the Valley Family Fest booth, Jaynee, Marina, Mary, Debra, David (he also worked the booth at the New Horizons Walk), and another big thank you to stakeholders, Jim & Bonnie Cockerel, Peggy Burgess, Pam and Debra's husband Dennis. It was a very successful weekend, the fans were a big hit as it was very hot and everyone wanted one, we were advertised quite a bit. We had logo recognition on New Horizon's Walk t-shirts another great advertisement. In addition, Peggy Burgess was honored as our community senior at the Senior Dance and was very honored to receive the award from Mitchell Englander.

a. Placing NHWNC banner at Monroe High School

David, who is a proud alumnus of Monroe, provided information on placing a NHWNC banner at the High School. There are different levels of donation and the size banner that you can place; 3x5 is \$300 which is a Viking Friend, \$750-\$1,000 which is a Viking Sponsor; the location would be on the fence where the other banners are located, however, when the Wellness Center is opened, all banners would be relocated to a different location (that will be next year in 2014). David will provide Anita with the information. It would be a simple banner with our logo, phone number and website address. The money goes to a wonderful cause, the school athletic program. They are a North Hills Community school and we should support them.

Garry Fordyce stated that aren't schools part of the City and they receive a budget and it should be gratis. He feels the students should also come out and help with community service and do fund raisers themselves. John advised that they are doing fund raisers of all types, however, they do not receive enough funding. Anita advised this is why we did an NPG for the Mock Trial Team and the students were very, very appreciative, coming to our board meeting after the competition to thank us and that they will never forget what we did for them; you never know, they will be our future lawyers and someday you may need them!

John advised that they are getting a new Assistant Principle so it may be a good time to get in touch with him, introduce ourselves and see what they can do regarding the cost to place our banner and perhaps a board member would like to volunteer as liaison to the school. David asked that this be placed on our 6-20-13 GBM agenda for vote.

b. Update on NHWNC being represented at the Mid Valley Library display cases/August

David advised that NHWNC is scheduled for August 1st thru the 31st to place items in the display case as you enter the library via the vestibule to the very right (there are 3 cases). David asked for ideas of what to put in the cases, i.e. pictures of Old Sepulveda buildings, Monroe, the Westsider, our fan, brochure. Mike Majers said that he knows someone who has a lot of information on the history of our area and David will coordinate with Mike on this item.

d. Next fiscal year Outreach budget

Anita advised that the committee will need to decide how they want to allocate the outreach funds for the new fiscal year. However, we have to be aware that 10% of the budget is required to go to the advertising, promotion and location for the Elections of 2014. At least \$3,700 must be set aside and even more; this will affect a large portion of the budget. Anita advised the committee to put their thinking caps on and provide suggestions.

e. Update on Westsider

Nancy and Mike Khalid advised they have been working on the Westsider and provided a rough draft for the committee to review. She stated it is just a draft and things can be moved around. Mike was having problems with resizing the photos and has to resolve that issue. Further discussion ensued on the arrangement, location of items and photo placements. Anita provided a copy of the newsletter that Mission Hills prepared, she would like to see the next Westsider geared toward information on committee events since the December 2012 issue.

Nancy stated that as soon as the Westsider is ready and approved that Mike needs to be paid thru the Pcard. Since we have a deadline of June 14th, 2013, timing is critical. Mike advised that the only way to put our name out in the community, the Westsider is a great way to do it and get them to come out to the meetings.

f. Update on what stakeholders would like outreach to present at meetings

Anita asked for suggestions on how to get more stakeholder involvement in what they would like to see the NHWNC accomplish. Perhaps we can have a form at the GBM asking them to submit their suggestions and ideas

Mary stated that we need to have more volunteers for Emergency Preparedness/Public Safety, such as updating on Neighborhood Watch, CPAP training, CPR training, etc. Dave Brown stated that we now have an email nwatch@nhwnc.net which goes to his email for stakeholders to advise if there are any signs that need replacement and/or repair, as well as any requests on how to get a sign in their area. So far, we have had 4 inquiries since the eblast went to the stakeholders. Deborah Stevens was also working on advising stakeholders of events, disaster preparedness, etc.

The issue was brought up on advising stakeholders about meetings, etc. she advised that we Call Fire set up which is a robo call, calling those who do not have computers and no way to get the agendas, when the next meeting is for both the Monthly GBM and the Monthly Committee night; so far it is working and is a great outreach tool.

Meeting adjourned – 8:23PM

4. PLANNING AND LAND USE MANAGEMENET

a. The representative from Holy Martyrs could not attend; as a result John McGovern/Chair has tabled this matter for the next Committee Night – July 1st, 2013.

5. BEAUTIFICATION AND INFRASTRUCTURE – Began approximately – 8:30PM

a. Update on next monthly clean sweep

Jayne advised that they need to coordinate another Clean Sweep date. She also advised that they are in need of safety cones, gloves, goggles. Dave Brown advised that he has cones and can obtain gloves, masks, etc. from SOS which works with many NC's and has competitive prices; he will check into same and advise Jaynee. The question was asked how good are the week whacker's the council has; John advised they were pretty good and should work for now; Jaynee has a trimmer as well and will bring with her to the next clean up event.

Jayne advised that they will look into hiring a gardener to assist in the cleanup work so the committee can concentrate on planting and possibly initiating a project to place a permanent sign stating North Hills West when you come into our community. This will have to be coordinated with the city to ensure that all rules and regulations are adhered to. Taisiya said she will check with her gardener, if they are licensed, bonded and insured; if they are, perhaps he can provide a quote to provide on-going maintenance for several areas in the community; she will advise the committee on this issue. Marina said she will also check in to this.

Amal stated that perhaps we can obtain a beautification grant from the city; she thought they were still doing this and it would be helpful to the beautification of North Hills. Marina and Jaynee will check into obtaining a grant if possible.

David advised that they should also check with Mitchell Englander's office to see if they still have a program where we could receive an NPG to do beautification projects in the community. He also advised that perhaps the corner of Hayvenhurst and Roscoe would be a good location for a sign.

Dave stated that a real problem in the area is the palm trees on Roscoe they have not been trimmed in about "100" years and really need to be cleaned and trimmed, however, this has to be accomplished by a professional and cannot be done by volunteers. This is something that needs to be looked into.

Mike Khalid stated that everyone did a great job on Roscoe but it is still not finished; we need to go back and complete the clean up. He also stated the high school students should get involved, they have to do some type of community service and this would be a perfect way. Anita stated she will contact Paul Graber and see if they could come out and help. It was discussed to pick a date to finish the project; they are thinking Saturday June 15th, 2013 would be a good date.

Garry Fordyce stated that Eagle Scouts have to do special project to earn their badges, perhaps we could contact our local scouts to see if they would provide assistance.

Dave stated that Dan Gibson, Owner of the Valley Sod Farm stated he would provide us with dumpster and bags for debris. Dan is a great supporter of the NHWNC and wants to be involved and help in any way he can.

It was agreed that Saturday June 15th, 2013 will be the next Clean Sweep. Everyone will meet at 8:00am at the corner of Gothic and the Valley Sod Farm. They would like stakeholder participation and Debra will send out an eblast to advise that the next Clean Sweep is June 15th and ask for volunteers.

Jayne and Marina asked for everyone to brainstorm what sections should be next and any other beautification we can do in our community.

Meeting adjourned – 9:02PM