



**NORTH HILLS WEST NEIGHBORHOOD COUNCIL
Joint Board & Committee Meeting Minutes**

Monday, December, 02, 2013

Location: Fire Station # 87 10124 Balboa Blvd, North Hills, CA 91343

NHWNC (and all other) Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (" ") at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

1. Welcome, Flag Salute, Roll Call and Announcement of Quorum

NHWNC 12-02-2013 Joint Board & Committee Meeting Draft Minutes:

This is a transcription from the recording of the **Dec 02, 2013 Joint Board/ Committee Meeting** held Monday December 2nd, 2013 at Fire Station # 87 10124 Balboa Blvd. Please note that this is not the final rendition. Please advise [Board Secretary of] any desired corrections to content or format.

The final draft will need to be reviewed and voted on at a next meeting.

(Transcribed by Dave Brown from audio recording and submitted for discussion and correction.)

1. Welcome and Introductions, Flag Salute [Pledge of Allegiance], Roll Call
 - a. Roll call: John McGovern, Frank Klein, Dave Brown, Dan Gibson, Nancy Xander, David Hyman, Debra Perkins, Marina Sais, Garry Fordyce
 - b. Quorum established (9/7) 7:15 PM
 - c. Preliminary explanation of meeting procedures and decorum by President J. McGovern
2. **General Comments:**
 - a. Mary Klein regarding NC street banners maintenance
 - b. Agenda numbered items (variable order):
 - i. Kevin Taylor, IEA, Independent Election Administrator, Chair Reseda NC Supportive review of Election procedures with emphasis on Outreach
 - ii. Melvin Canas, D.O.N.E., Department of Neighborhood Empowerment
 1. Update on items in progress
 2. Delivery of "new" Board vote count form for any spending approvals
 3. Updated speaker card form
3. Discussion regarding pending bills:
 - a. payments for Verizon wireless and plan configuration, (we now have the password for access),
 - b. New Horizon meeting hall rental
 - c. Post Office bulk mailing permit arrangement, automatic P Card payments for recurring expenses

- i. MOTION: (President?) [Allocate/Approve] payment of the USPS bulk mailing permit fee invoice for \$200. 2nd David Hyman.
 - ii. [Vote taken] motion passes 8 to 0, no abstentions
 - d. [The follow items were] tabled to January 19th meeting: Verizon, New Horizon
- 4. Discussion regarding laptop computer and/ or printer purchase for Treasurer's use. The current laptop is not only mechanically defective, but is antiquated enough that the software would not be able to be updated even if the unit worked. An up to date dedicated NC computer also maintains continuity between Board & Officer changes, and would contain all pertinent templates, logos, forms and correspondence, unlike a members personal unit that might "go away". There were no prior backups to date so everything has to be constructed in any event. Item was tabled to a future date
- 5. Similar situation regarding Secretary, item tabled
- 6. There are currently 2 Board seat vacancies: 1 Residential, and 1 General The Dec 19, 2013 General Board meeting would be next opportunity for prospective applicant(s)
- 7. Committees - Discussion and possible action on appointing new Committee members (per new in-effect bylaws, a maximum of 3 Board members may serve on any Committee.)
 - a. Committee: Outreach, Events, Marketing
 - i. Marina Sais 2nd by Nancy 9 to 0
 - ii. Helen Donovan 9 to 0
 - b. Committee: Beautification & Infrastructure (B&I)
 - i. Dan Gibson Chair 2nd by Frank 9 to 0
 - ii. David Hyman
 - c. Committee: Rules & Elections
 - i. Nancy Xander Chair
 - ii. Frank Klein Co-Chair move to B&I 9 to 0
 - iii. Darleen Rogers, Yey Coronel, Ernie Hilger, Dave Brown, Garry Fordyce
 - d. Committee: [Planning and] Land Use
 - i. John McGovern Chair, Punam Gohel, Dan Gibson (2nd by Debra) 9 to 0
 - ii. Mike Kahlid (2nd by Garry) 9 to 0
 - iii. Yey Coronel (2nd by Marina) 9 to 0
 - e. Committee: Budget & Finance
 - i. Debra Perkins Chair Garry Fordyce Co-Chair (2nd by Marina) 8 to 0, 1 absent
 - ii. Helen Donovan (2nd by David Hyman) 9 to 0
 - f. Committee: Public Safety & Emergency Preparedness
 - i. Currently: Tino Julian - Chair, Frank Klein - Co-Chair, Dave Brown, Mike Kahlid
 - ii. Dec meeting will review Committee assignments & update as appropriate
 - g. [It was noted that] any proposed bylaw modifications will need to exclude Election related items because of the proximity of the upcoming Election
- 8. Holiday Pot Luck event: Dec 19 2013, same night as Dec GBM
 - a. MOTION: [Allocate/Approve] up to \$500 for the purchase of food, utensils, etc... (2nd by Frank) 9 to 0
- 9. Discussion regarding appointment of a Board Secretary (Tabled)

10. MOTION: (President) to approve General Board Meeting Intermission (2nd by Frank) 9 to 0

CONVENE COMMITTEE MEETINGS:

Events, Marketing, Outreach Committee:

David Hyman – Chair, Nancy Xander, Frank Klein, Marina Sais, Debra Perkins, Mike Kahlid

Note: There was no meeting on September 16 2013

1. [Recommend Board approval] up to \$1500 for promotional items, including brochures
2. [Recommend Board approval] up to \$3000 for Spring Egg Hunt at Mid-Valley Regional Library.
3. [Recommend Board approval up to] \$300 to sponsor Monroe HS (with an NC banner)
4. [Recommend Board approval up to] \$200 for purchase of new banner for use at Monroe HS
5. VOTE: Committee Agenda Items 1 thru 4: approved to forward to Board

Rules & Elections Committee:

Nancy Xander – Chair, Garry Fordyce, Dave Brown, Yey Coronel

1. Election location: [Recommend Board approval up to] \$200 for use of The Onion as Election polling place
 - a. Damage occurring to a rest room during previous Election will be remedied by NC.
 - i. A venue representative will be on hand during event to monitor situation.
 - b. To enable a later end time, ballots will be removed and counted at Van Nuys City Hall.
 - c. Cost comparison with potential use of New Horizons as a polling location
 - d. MOTION 1: Yey (2nd Nancy) Motion to approve using the Onion as the Election site and [Recommend Board approval to allocate] up to \$200 for a facility use fee. [This] includes a \$150 refundable damage deposit. Note: The City covers the first \$200 of Election venue cost. 4 to 0, motion passes
 - e. MOTION 2: (Yey) [Recommend Board approval to allocate] up to \$200 for a Church site monitor to oversee the event.
 - f. Motion to Reconsider Motion # 1, to read: [Recommend Board approval to allocate] an increased facility rental fee up to \$400
 - g. Motion to approve up to \$400 facility use fee
 - h. Motion to withdraw motion # 2 VOTE: All approved 4 to 0
2. Statement of commitment to follow up with all event venues regarding any late report incidents
3. Discussion regarding Election Outreach of up to \$2200 including advertising for Candidates and advertising the actual Election
 - a. Joint Outreach advertising with other NC's including bus bench ads, thru Martin Outdoors. [Note: There is a] lead time consideration.
 - b. NC's have permission to staff a table/ kiosk at the Northridge Mall (All 6 NC's share)
 - c. Discussion: Print vs. radio ads, Nation Builder is available at no charge, California Voter files are available for our area, Nextdoor.com broken down by area, Direct mail, including

- postcards, Flyers taped to mail boxes, website, e-blast, Monroe HS Mock Trial & Debate Team potential involvement
- d. MOTION 3: (Yey) Motion to [Recommend Board approval to allocate] up to \$2200 for election-related costs. VOTE: 4 to 0 approved
 - e. MOTION 4: Nancy (2nd by Yey) Motion to participate in a joint Daily News ad with other NC's: [Recommend Board approval to allocate] an amount up to \$1000. VOTE: 4 to 0, Motion approved Motion [5]: Nancy, (2nd couldn't hear) [Recommend Board approval to allocate] up to \$275 for bus bench ads.

This temporarily concludes the transcribed minutes from this meeting. Need to reacquire the original digital chip file of this meeting to continue. In the meantime, this incomplete minutes transcription up to this point is now up for correction as needed (a follow on Version will be presented for correction when able.) Thank you, Dave [Brown]