



NORTH HILLS WEST NEIGHBORHOOD COUNCIL

Special Joint Meeting of the General Board & the following Committees - Rules and Elections, Events Marketing and Outreach, Beautification and Infrastructure, Emergency Preparation and Public Safety, and Technical Support

All meetings are open to the Public. Out of an abundance of caution due to the expected attendance and participation of a majority of Board Members at the following Committee meetings, this agenda was noticed as a Special Joint Meeting of the Board and the Committees, in adherence with the State's Brown Act.

Minutes for Special Joint Meeting of the General Board & the Following Committees: Rules & Elections; Events, Marketing, & Outreach; Beautification & Infrastructure; Emergency Preparation & Public Safety; and Technical Support

WEDNESDAY JULY 02, 2014 – 7pm

Held at 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

A. President John McGovern called the Meeting to order at 7:15 p.m. and the Pledge of Allegiance was said.

B. Roll Call was taken by the Secretary. Twelve (12) out of thirteen (13) Board Members were present at the beginning of the Meeting: John McGovern (President), Dan Gibson (Vice-President), Debra Perkins (Treasurer), Carol Hart (Secretary), Dave Brown, Armando Diaz, Garry Fordyce, Punam Gohel, David Hyman, Mike Khalid, Carlos Maya and Nancy Xander. Board Member absent: Ed Serrano. The NHWNC quorum¹ is seven, so the Board could take such votes. All Board Seats were filled. None of the Board Seats were vacant. In addition, 13 Stakeholders and two guest speakers (Patrick Pope and Lydia Grant) were also in attendance.

2. General Public Comment

A. Stakeholder Anita Goldbaum addressed the assembly on the following items

1. She stated that she would like to present to Secretary Carol Hart, with an inventory of items given to the NC in 2013, and photos taken of items in a shipping container (10/24/12.) Anita stated that the inventory included a computer.

a. 6 pages (attached): comments, 9-2-13 inventory, and scans of photos. (The computer isn't visible.)

B. Stakeholder Mary Armenteros waived her comment, as her question was answered by Lydia prior to the meeting.

C. Patrick Pope, LAPD VST² Devonshire Division, announced that they're seeking volunteers who can work between 8 to 40 hours to walk, ride, or drive a beat to augment police patrols by seeking-out and reporting possible criminal or public safety issues. He emphasized that the VST does not take direct action; they just observe and report. Pat mentioned that they recently reported a 5150, code word for mentally ill. He said that there was a lady wandering in traffic. They called it in so the police could pick her up and take her to the hospital. Pat stated that the team is responsible for catching 2 to 3 people breaking the law every month. Pat shared that they also have a second assignment; the Rapid Response Team responds to missing person reports, augmenting the police search.

1. Pat requested NHWNC's financial assistance for the purchase of hats so that the team can be more visible when needed. He gave examples like the *National Night Out* – they serve as a point of contact with public. The request was for the funds to purchase 84 hats, featuring the VST logo, which would be visible to public and police.

2. Pat asked if anyone had questions.

a. Question: How often do you serve? Answer: Two times a week / two nights a month

b. Question: How much will be enough to pay for all the hats? Answer: We are only asking for around \$750.00

3. Before leaving, Pat once again invited the public to join the Volunteer Surveillance team.

3. President's Comments (Past Board Meetings)

¹ Quorum: the minimum number of Board Members needing to be present to take binding votes on agenda items. See <http://empowerla.org/wp-content/uploads/2012/06/NorthHillsWestNC-Bylaws.pdf>

² Volunteer Surveillance Team

A. Board President John McGovern informed the assembly of a new policy on posting and publishing of agendas (once completed, approved, and submitted to DONE.) They will be stamped & initialed to ensure authenticity of all publicly posted agendas. John stated that the official agendas will be given out at the meeting, and that what is printed from the website will now be irrelevant. The reason for this decision is that during the last meeting someone brought in copies of the budget that were not correct. It confused a lot of people. So to eliminate any future problems, only the agendas given out at the meeting will be relevant. A stakeholder asked if that was legal. John replied that the public is welcome to read the one online, but that the official one will be the one passed out at the meeting.

4. Public Speakers (Past Board Meetings)

A. Lydia Grant, BONC Commissioner, addressed several topics

1. She suggested that the President send copies of the agenda out to the board. John McGovern acknowledged the suggestion and stated that people sometimes still show up with a different agenda.
2. Lydia also announced that the August 5th BONC meeting would be postponed so participants will be free to attend the National Night Out event on August 5th.
3. She urged the board to submit a TUX Award application stating that only two NC's have applied. The application should be based on the project that benefitted our stakeholders most. She stated that the recognition could encourage more stakeholders to participate.
4. Lydia also questioned the use of joint meetings. They are useful but unusual and are not to be over-used. The City came to the conclusion that joint meetings do not affect quorum or the Brown act. It was made clear that board members have the right to speak, but only the committee can make the decisions.
 - a. John McGovern clarified that every committee will be given enough time. Also, each committee agenda will be printed on a separate paper, so that there is more room. Disclosures will be on the back. The point was made that this might create a little bit more paperwork, but may be necessary because City Attorney needs to review it.
5. Lydia announced that board members will have to show proof of updated board roster in order to vote. She encouraged members to double check their status. Ethics test in September 2014, six certificates needed.

5. New Business (Public Comment limited to 2 minutes per speaker.)

A. Discussion and possible actions/motions on: reconfirming/re-structuring committee members, assigning chair and co-chair positions for committees. (John McGovern)

1. **Rules & Elections:** Motions made and passed - Dave Brown was approved as Chair.
 - a. Garry Fordyce, Nancy Xander, and stakeholder Darleen Rodgers were each approved as members.
2. **Emergency Preparedness & Public Safety:** Motions made and passed –
 - a. Dave Brown was approved as Chair. Armando Diaz and Punam Gohel were each approved as members.
 1. Discussion followed: Carol Hart had previously expressed interest but withdrew to comply with rules.
 - a. Per the Brown Act and Bylaws, only three board members may serve on each committee
 - b. Punam Gohel offered to withdraw instead so that Ms. Hart could take the third spot.
 1. Motion made and approved - Board voted to remove Punam Gohel per his request.
 2. Motion made and approved - Carol Hart was approved as the third board member.
3. **Events, Marketing, & Outreach:** Motions made and passed - Nancy Xander was approved as Chair.
 - a. Board Members David Hyman and Mike Khalid were each approved as members.
 - b. Stakeholders Kathy Cryer and Ann Van Nada were each approved as members.
4. **Beautification and Infrastructure:** Motion made and passed for removal of John McGovern as Chair. John appointed Carlos Maya to take his spot and serve as the Committee Chair. Motion to ratify made and passed.
 - a. Debra Perkins nominated Bob Schaefer to serve on the committee. John McGovern asked Bob to make a statement of qualifications. Bob responded that his desire is to do what he can to make North Hills an even nicer community. Motion made and passed – Bob Schaefer was approved as a member.
 - b. Motion made and passed – to ratify Bonnie & Jim Cockerell and Kathy Cryer as continuing members.
5. **Budget & Finance:** A motion was made and the Board voted unanimously to confirm Debra Perkins as Committee Chair. Motion made and passed - Dan Gibson, John McGovern, and stakeholder Helen Donovan were each approved as members of this committee.
6. **Planning & Land Use Management:** Dan Gibson moved for removal of John McGovern from the committee since board members may only serve on two committees. The motion passed. John nominated Mike Khalid who accepted. Motions made and passed – Punam Gohel was approved as Chair; Mike Khalid and Dan Gibson approved as members.
7. **Technical Support:** Punam Gohel nominated Armando Diaz to serve as the Committee Chair. Armando accepted. Motions made and passed – Armando approved as Chair; Carol Hart and Carlos Maya were each approved members.

6. Adjourn Board Meeting: The motion for adjournment of General Board Meeting passed at 8:17 pm

1. JOINT MEETING OF THE BOARD AND RULES AND ELECTIONS COMMITTEE

A. Welcome and call to order (8:14 pm) Roll call and announcement of quorum.

1. Present: Nancy Xander, Dave Brown, and Garry Fordyce. Absent: Stakeholder Darleen Rogers.

B. General public comment (limited to two minutes)

1. Lydia suggested that the committee start a volunteer services award program, to inspire others to participate. Hours accumulate and are tracked. Volunteer recognition - volunteers would receive letters from the President. The recognition could play an essential role into getting kids into college. The recognition could also help people get work. It could be a great family connection. Board members could also receive hours, which accrue over a lifetime.

C. Discussion and possible motion to change the limit of two Standing Committees to three SC's per board member.

1. Per current Bylaws, the Chair and Co-Chair must be board members and remaining members should be stakeholders. Discussion involved possible motion to allow board members to serve on more than two standing committees. (Bylaws stipulate that committees may have 3 board members, maximum.) There was discussion about increasing the number of board members on committees from two to three; some thought it would cause members to become less active. Mike Kabo cautioned against members biting off more than they could chew. There were also concerns about the effect it might have on a quorum. Garry expressed concern about creating alliances, and believes that the way it stands creates the best checks and balances. Bylaws would be reviewed. It was noted that ad hoc committees fall under different rules. After much discussion, Ellie Reese-Hill expressed concern that the board wasn't sure of the rules. (Reason for discussion) In the end the decision was made to table item C.

D. Review of bylaws status & prioritize a list of modifications or additions

1. Chair called for comments and feedback for further consideration of any future modifications to the bylaws.

E. Distribute for future review and comment a copy of North Hills East NC's Code of Civility

1. Both Arleta and North Hills East have excellent versions of this document for future consideration.
2. Stakeholder Mary Armenteros suggested that the committee postpone work on this and check with BONC first since they are currently working on a policy that, if adopted, would nullify anything put in place in the interim.

F. Motion to Adjourn: Meeting adjourned 9:00pm

2. JOINT MEETING OF THE BOARD AND EVENTS MARKETING & OUTREACH COMMITTEE

A. Welcome and call to order (9:02 pm) Roll call and announcement of quorum

1. Present: Nancy Xander, David Hyman, Mike Khalid and Stakeholder Kathy Cryer.

2. Absent: Stakeholder Ann Van Nada.

B. General public comment (limited to two minutes)

1. Debra suggested that Granada Hills host their own Fair; she said that NHW, should promote NHW, and not help others with funds. "We only put on two events. We are just giving away money, why don't we have our own fairs?"
2. Anita asked why the worry about funding now? Shouldn't you have a time line first? This is too far in future, when you don't have a budget.
3. John stated the budget of \$37,000 is on hold pending the new banking account for the July 1st new fiscal year.

C. Discussion and possible action/ motion to allocate up to \$500 on the Oct 11th Granada Hills Street Faire

1. Mike Kabo, spokesman for Granada Hills Community Foundation spoke about their Annual Street Faire to be held on October 11th 2014, from 10:00am to 5:00pm; and the need for support from NHW. He stated that the Fair was on hiatus from 2009, due to too many fees, however, due to popular demand they are bringing it back. He stated that \$45,000 would cover the basics. He said that they estimated 15,000 people would be in attendance. This would include people as far away as Huntington Beach. Mike said that **\$2,500** would get NHW, support, spots on the radio, advertisement, signage, space at the fair (a 10 x 10 booth), two street poles, a web page, flyers, stage announcements, and NHWNC Logo on pizza boxes. Suggested funds could come from an NPG³.

a. Debra stated that there was not enough information for her to agree that this would benefit North Hills West.

b. Mike reviewed the benefits: advertising, exposure, community outreach for e-blast, website, activities...

c. Anita questioned the end result; she stated that she did not see people flocking to meetings after the last fair. She wanted to know what was in it for NH. She said that from her past experience fairs don't work.

d. [Stakeholder] questioned NHWNC strategy during the fairs, such as working the booth, and call to action.

e. Dave Brown reminded the committee that National Night Out resulted in a couple of new people.

f. Mike stated other benefits, such as attendance of 15,000 just 1/3 of that is 5,000, far more than NHWNC would normally reach with their own (single NC) event. He mentioned a 100 unit car show, raffle prizes including a 7-day trip to the Caribbean as Grand Prize. In answer to a question he confirmed that the event will be free to the public.

³ NPG – Neighborhood Purpose Grant

- g. Dave stated that 13,000-15,000 participants is a good estimate and that in addition to inviting participants to come to a board meeting, we should invite them to join committees. He said that this \$2,500 would provide more bang for the buck than many other expenditures.
- h. Mike mentioned that they're not selling their contact list but, as sponsors, NHWNC would have access to it. He said that even if NH didn't see more members, the community-at-large would be more aware of NHWNC.
- i. Dave stated that the fair would be a grand opportunity to promote Emergency Preparedness and get people to sign-up to get Neighborhood Watch signs.
- j. Debra pointed out that at other events very few board members participate and help.
- k. Nancy asked for the time line on the donation, the reply was sooner rather than later.
- l. John stated that board is strapped for cash until August, because the annual budget and strategic planning (for funding) happens between July 1st and August 31st. 2014.
- m. The Committee instructed Mike to make a presentation to board and stake holders at the next meeting; they requested that he bring more information to show them how the fair will benefit the stakeholders.
- n. Another questions for Mike was, what do [they] do with the money? His response was that they use it as seed money for their next event, with any excess to be redistributed to the community. The committee requested documents with information on past events.
- o. Nancy proposed that committee take a vote on donating \$2,500 for the Granada Hills Fair October 11 2014. Nancy made a motion to allocate \$2500 for the event and Mike seconded, motion passed.

D. Discussion and possible action/ motion to allocate up to \$1000 for hand fans and other promotional items - Tabled

E. Discussion and possible action/motion to allocate up to \$200 to sponsor the Mid Valley Library Saturday movie screenings for 20-50 people (to provide light refreshments.) David suggested committee sponsor snacks for participants every Saturday. He suggested flyers with NHWNC contact information. Some questions and concerns: What movies are being shown? Do we know if any NHW stakeholders be there? Who is handling the food, the library or the committee? How can we get more bang for our buck? Will this raise our profile, letting people know about NHWNC?

Nancy made motion to sponsor the snack for the library, Debra seconded, motion passed.

F. Discussion and possible action/motion to allocate up to \$1000 total, to sponsor the Tue, August 5th National Night Out event, "America's Night Out Against Crime" up to \$500 each for both the Devonshire & Mission Hills Police Divisions.

- 1. Tabled until next meeting

G. Discussion and possible action/motion to allocate up to \$500 for the Community Police Advisory Board Summit, likely on Sat Nov 8th.

- 1. Tabled until next meeting

H. Discussion and possible action/ motion to allocate up to \$500 for OAD Officer Appreciation Day, at Devonshire Police Division

- 1. Tabled until next meeting

I. Discussion and possible action/ motion to allocate funds up to \$500 on the Valley Alliance of Neighborhood Councils (VANC) Mixer in Studio City

- 1. Tabled until next meeting

John reminded members to answer: who, what, where, when, why and give full details, otherwise City will not pay.

J. Discussion and possible action/ motion to allocate funds up to \$500 on the Epic Stem Expo @ Hansen Dam, Oct 11, Columbus Day weekend, sponsored by New Horizons.

- 1. Tabled until next meeting

K. Discussion regarding table & chair sharing procedure with Mid-Valley Library (reservation timing, transport vehicle(s) & backup(s), access contact info, pickup & return timing, etc...)

- 1. John said that the board bought the tables with the library, all tables are available to NHWNC, for ½ the money.

L. Motion to Adjourn – The meeting was adjourned at 10:07 pm

As the hour was late, the following committee meetings were postponed (details TBA):

BEAUTIFICATION & INFRASTRUCTURE COMMITTEE

EMERGENCY PREPARATION & PUBLIC SAFETY COMMITTEE

TECHNICAL SUPPORT COMMITTEE

The Joint Meeting of the NHWNC Board and the aforementioned Committees was **ADJOURNED** at 10:09 p.m.