



**NORTH HILLS WEST NEIGHBORHOOD COUNCIL**  
**Special Board Meeting Minutes, Thursday, May 25, 2021**

DRAFT Minutes [to be replaced by “Approved \_[Month]\_ \_[date]\_, 202\_[year]\_”]

In conformity with the Governor’s Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, this duly noticed meeting was held entirely online and telephonically.

NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks (“”)) at the beginning and ending of a word or words); and Agenda wording copied into the Minutes.

**1. Welcome & Call Meeting to Order** – Carol N. Hart, President.

President Carol Hart called the Meeting to order at 6:40 p.m. The Pledge of Allegiance was said.

**2. Roll Call, Determination of Quorum, and Voting Eligibility.**

Roll Call was taken by the Secretary. Twelve of the 13 Board Members were present online at the Roll Call: Sam Acosta, Dave Brown (Secretary), Angel Collins, Pat Crone (Vice-President), Maggie Elliott, Garry Fordyce, Dan Gibson (Treasurer), Carol Hart (President), David Hyman, Madlena Minasian, Carlos Pelaez and Kreshell Ramey. Punam Gohel was absent. The NHWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) was seven (see the Bylaws link at [www.empowerla.org/nhwnc](http://www.empowerla.org/nhwnc)), so the Board could take such votes. Quorum was announced. Mr. Brown confirmed Board Members’ trainings compliance and eligibility to vote. All 13 of the 13 Board Seats were filled (by election or appointment). No Board Seat was vacant. Also attended: approximately five Stakeholders and guests.

**3. President & Treasurer’s Fiscal Year End Financial Status Report** – after we complete our self-audit and seek any necessary corrections from NC Funding Reps and others – this report will serve as the basis upon which the board will discuss all of the remaining motions on this agenda.

This Item was postponed.

**4. Discussion and possible action:** Motion to approve a ‘North Valley Caring Services’ Neighborhood Purpose Grant not to exceed \$5,000 to be put toward the purchase of a new forklift - for the food distribution which has provided groceries for those in need throughout the pandemic. (Other NCs are requested to approve NPGs in the same amount.) Full details are to be included with NPG Form & Tax Exempt Status Documentation. Funds encumbered from Fiscal Year 2019-20 for specified purposes to be expended only during Fiscal Year 2020-21; these funds may not be rolled over.

Three price quotes were provided. Mr. Gibson confirmed that funds were available. Mr. Gibson requested and there was no opposition to revising the phrase “not to exceed” to “up to.”

**FUNDING MOTION** (by Mr. Brown, seconded by Mr. Pelaez): The North Hills West Neighborhood Council approves a ‘North Valley Caring Services’ Neighborhood Purpose Grant up to \$5,000 to be put toward the purchase of a new forklift - for the food distribution which has provided groceries for those in need throughout the pandemic.

**FUNDING MOTION PASSED** by a roll call vote of the 10 eligible voters present with seven in favor (“Yes” or “Aye”) (Brown, Gibson, Hart, Hyman, Minasian, Pelaez and Ramey); three opposed (“No” or “Nay”) (Crone, Elliott and Fordyce); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

5. **Discussion and possible action**: Motion to approve pCard charges in an amount not to exceed \$4999 for printing of new NHWNC residents welcome postcards, a post-pandemic “Getting Back to Business” mailer and a 4-page newsletter. Vendors and final totals to announced for final approval at our June meeting.

The North Hills West Neighborhood Council approves pCard charges in an amount not to exceed \$4999 for printing of new NHWNC residents welcome postcards, a post-pandemic “Getting Back to Business” mailer and a 4-page newsletter.

**DISCUSSION**: Mr. Fordyce claimed that the “encumbrance was specifically for a newsletter, it did not say postcard.” Mr. Pelaez noted that “it says postcards.” Mr. Fordyce countered that “I have a document that says otherwise.” Mr. Gibson confirmed that “it says newsletter, postcard and other outreach materials.”

**MOTION to CALL FOR THE QUESTION** (by Ms. Elliott). **PASSED**; zero opposed; zero abstained.

**FUNDING MOTION PASSED** by a roll call vote of the 10 eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Gibson, Hart, Hyman, Minasian and Pelaez); two opposed (“No” or “Nay”) (Fordyce and Ramey); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

6. **Discussion and possible action**: Motion to approve a pCard expenditure request in an amount not to exceed \$650 for Adobe – Outreach Materials Design Software & Adobe Instructional Materials for New Users. Adjusted totals will be provided for final approval at our next General Board Meeting, on Thursday, June 17.

Ms. Hart explained the need for the subscription service. It would be on her computer “specifically for the purpose of being able to work on Neighborhood Council things . . . the asset is actually on the cloud . . . anybody that has the password can log in.” Mr. Gibson added that “it’s not dedicated to just one

computer.” Ms. Hart said the NHWNC’s computer is “old” and “does not work well”; Mr. Brown added that “it’s a dinosaur.”

**MOTION to CALL FOR THE QUESTION** (by Ms. Hart). **PASSED**; zero opposed; zero abstained.

The North Hills West Neighborhood Council approves a pCard expenditure request in an amount not to exceed \$650 for Adobe – Outreach Materials Design Software & Adobe Instructional Materials for New Users.

*Board Member Kreshell Ramey had left by this time, making nine Board Members present online (the NHWNC quorum is seven).*

**FUNDING MOTION PASSED** by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Gibson, Hart, Hyman, Minasian and Pelaez); one opposed (“No” or “Nay”) (Fordyce); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

## **7. General Public Comment**

There were no comments at this time.

## **8. Community/Government Reports & Announcements:**

a. Elected offices representatives.

There were no reports or announcements at this time.

b. Government agencies, including the City of Los Angeles’ Department of Neighborhood Empowerment.

There were no reports or announcements at this time.

**9. Discussion and possible action:** Motion to approve adjustments to the 2020-2021 NHWNC Budget and Administrative Packet. (See revised Budget & Administrative Packet submitted for Board approval)

Mr. Gibson indicated that the adjustments already were approved.

## **10. Motion to adjourn**

The Meeting was **ADJOURNED** at 7:36 p.m.

*The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by DL, possibly edited by the NHWNC. The NHWNC Board Meeting Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.*