



NORTH HILLS WEST NEIGHBORHOOD COUNCIL

Executive Committee Meeting Minutes, Monday, June 27, 2022

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.

President Madlena Minasian called the Meeting to order at 6:06 p.m.

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

Roll Call was taken by the Secretary. Three of the four Executive Committee Members were present online at the Roll Call: Alternate Dave Brown (Secretary), Pat Crone (Treasurer) and Madlena Minasian (President). Carol Hart (Vice-President) arrived later. No Executive Committee Member was absent. The NHWNC quorum (the minimum number of Executive Committee Members needing to be present to take binding votes on Agendized Items) was two (see the Bylaws link at www.empowerla.org/nhwnc), so the Executive Committee could take such votes. Quorum was announced. Mr. Brown confirmed that all Executive Committee Members’ trainings were compliant and they were eligible to vote. Also attended: at least four Stakeholder or guests, including Board Members Angel Collins, Maggie Elliott and Garry Fordyce.

3. Announcements and Opening Comments – Madlena Minasian, President.

Ms. Minasian announced a June 29th Safety and Disaster Preparedness event; information was on the NHWNC website. Also, the State has a mortgage relief program for property tax payment assistance. There will be a CERT [Community Emergency Response Team; 818-756-9674; www.cert-la.com; lafdcert@LACity.org] training on July 11th; also see the NHWNC website. She spoke about the Board needing to be “mindful and conduct business in a timely manner.” She reminded about the Bylaws, the Standing Rules, and Robert’s Rules of Order; “we will be following all those . . . we have to follow protocol.”

Ms. Crone reported that the Budget Advocates [LABudgetAdvocates@gmail.com; www.BudgetAdvocates.org] for this area, of 8 total, designated Region 2, will be Scott Wright, Brian Allen, Garry Fordyce.

4. Review and discussion of received to date Board member application(s).

Ms. Minasian indicated that no applications had been received.

Committee Member Carol Hart had arrived online by this time (6:16), replacing Alternate Dave Brown, keeping three Committee Members present online (this Committee quorum is two).

5. General Public Comment

There were no such comments at this time.

6. Public Agency Speakers and Announcements.

There were no speakers or announcements.

7. Guest Speakers, Public Service Announcements & Informational Presentations.

There were no speakers, announcements, or presentations.

8. Review, discuss & set protocols for responding to Stakeholder email inquiries to Board.

Ms. Minasian “propose[d] having our Secretary be the point person to respond to any and all emails being received and then, if need be, to be delegated to a Committee Chair or to whomever it may be . . . “ She noted that “we just need to speak with one voice.” Resident Anita Goldbaum agreed. Ms. Minasian said “most of these things will be addressed in our Standing Rules . . . all the work will be done by Rules and Elections Committee . . . they will . . . present it to the Board.”

9. Review all existing NHWNC email addresses and verify forwarding & access.

Some like [rsvp@](mailto:rsvp@nhwnc.net), [events@](mailto:events@nhwnc.net), and survey@nhwnc.net may not currently have forwarding.

Ms. Minasian said that “there is a forwarding address” for each Board Member. She encouraged Board Members who think they’re not receiving emails to contact her. She reminded “don’t reply to “all”; only reply to the person that is sending the email.”

10. Review, discuss & request Rules and Election Committee to set Standing Rules for Usernames, Passwords, Software, Zoom, etc.

Ms. Minasian noted the importance of documenting procedures. Mr. Brown recommended that at least three Board Members have access to passwords, etc. No Motion was made or vote taken.

- 11. Board training expirations.** Even though the training is valid for 2 years duration, Most members wait until the last minute and then have issues with the Cornerstone site.

Ms. Minasian urged Board Members not to wait.

- 12. Board member response protocol to email(s)** containing request for comments or corrections for agenda drafts, draft minutes, MER's, etc

Ms. Minasian urged Board Members to submit comments or corrections as soon as possible so that there is time to consider them and so that Board Meeting time is not wasted. No Motion was made or vote taken.

- 13. Review NHWNC Committee assignments, and update as needed.** Committees need to start committing and possibly add Government Affairs Committee.

Ms. Minasian noted that some Committees haven't met in a long time. No Motion was made or vote taken.

- 14. Implement the Board agenda request function** further with a specified pre-meeting (agenda) timeline. Each appropriate agenda item should have a "shepherd" name associated with it, which can be a Stakeholder, knowledgeable about the item to introduce it.

Ms. Minasian noted and there was discussion of the above. No Motion was made or vote taken.

- 15. Evaluate NHWNC website** for potential changes / upgrades / etc. Solicit Member's input/requests and filter them to Wendy.

No Motion was made or vote taken.

- 16. Discuss whether or not we should get another phone or opt for Free Google Voice.**

Ms. Hart recommend Google Voice. It was noted that very few Stakeholders call the NHWNC. Ms. Elliott recommended using email and not having a phone. No Motion was made or vote taken.

- 17. Formulate Board phone / message response procedure & backup(s).** Look into Google text/email transcript function for left messages May require Google Fi (fi.google.com) @ \$20 per month. Can this replace carrier service?

Mr. Brown explained the above. No Motion was made or vote taken.

- 18. Committee Member & Board Liaison Reports.** The NHWNC's newly approved bylaws, as of 06/07/2022, are now posted on the NC website. Also included, are prior bylaws in descending chronological order. As well as the current Standing Rules.

Ms. Minasian noted the above. No Motion was made or vote taken.

- 19. Member Announcements and Requests for Future Agenda Items.**

There were no announcements or requests.

- 20. Motion to adjourn.**

MOTION to ADJOURN (by Ms. Minasian, seconded by Ms. Hart).

MOTION to ADJOURN PASSED; zero opposed; zero abstained.

The Meeting was **ADJOURNED** at 7:09 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 Executive Committee Meeting Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.