



**CITY OF LOS ANGELES
CALIFORNIA**

**SILVER LAKE NEIGHBORHOOD
COUNCIL**

SLNC OFFICERS

CO-CHAIRS

Joseph Ferrell
Anthony Crump

VICE-CHAIR

Seamus Garrity

TREASURER

John Wingler

SECRETARY

Scott Plante

Serving the Silver Lake
Community Since 2003

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SILVER LAKE NEIGHBORHOOD COUNCIL BOARD MEMBERS

AT-LARGE REPS: Heather Carson / Jerome Courshon / Glenn Harrell / Anne-Marie Johnson / David Modern / Kinoka Ogsbury / Scott Plante

REGIONAL: (1) Helen De La Paz Dion & Joshua Gomez (2) Georgene Smith Goodin & Barbara Ringuette (3) Anthony Crump & Seamus Garrity
(4) Jay Bennett & James Bigelow (6) Matthew Desario & Joe Ferrell (7) Hope Taylor-Arnold & John Wingler

EXECUTIVE COMMITTEE

Wednesday, March 16, 2016, 7pm
2450 Glendale Blvd, Los Angeles, CA 90039

A G E N D A

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

The Committee does not take action on behalf of the full Neighborhood Council Board. It considers proposals and forwards Committee-approved recommendations as proposed motions to the full Board. The Board will then consider the Committee's recommendations at a future public Board meeting and may take final action on the recommendations.

TIMES ARE FOR REFERENCE ONLY. ITEMS MAY BE ADDRESSED OUT OF THE ORDER LISTED.

1. WELCOMING REMARKS

7pm

- a. Call to Order
- b. Committee roll call (A quorum of at least three members present is required to hold official meetings.)
- c. Self-Introduction of guests (Please sign-in! It is voluntary, and it will help us stay in touch with you.)

2. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS: (10 MINUTES)

Comments from the public on non-agenda items within the Committee's jurisdiction (Up to two minutes per speaker)

3. PRESENTATIONS:

4. ADMINISTRATIVE ITEMS (2 minutes)

- a. Review and Adoption of February Minutes. (http://silverlakenc.org/wp-content/uploads/2016/02/Executive_Committee_Minutes_2-17-16.pdf)

5. MOTIONS & RESOLUTIONS: (80 minutes)

- b. **Consider (Wingler):** where and how to store the Outreach materials that have been kept at the Cafe Stella valet kiosk.
- c. **Review (Wingler):** the attached list of duties for the treasurer, prepared by the Budget and Finance Committee.
- d. **Discussion and Possible Action (Carson):** discuss Officer Duties and how they are divided.
- e. **Discussion and Possible Action (Carson):** shall the Executive Committee consider funding up to \$750 to schedule a retreat in June for the newly seated Board following the May Election? **(Cost: up to \$750.)**
- f. **Discussion and Possible Action (Carson):** discuss the criteria for what goes on the SLNC calendar - only SLNC meetings and SLNC sponsored events? all civic events? if a non-SLNC community event, how to determine what is or isn't included.
- g. **Discussion and Possible Action (Carson):** should the Newsletter still say "SLNC Outreach Committee" on the heading now that we have outsourced the production of the Newsletter?
- h. **Discussion and Possible Action (Carson):** shall the Executive Committee consider funding up to \$350 to redo the artwork for the SLNC Region Boundaries map for clarity and to also create separate graphics so each region has their own distinct map? **(Cost: up to \$350.)**
- i. **Discussion and Possible Action (Webmaster):** Shall the Executive Committee consider spending up to \$250 to add additional unlimited email accounts at \$18 each? **(Cost up to: \$250)**
- j. **Review (Wingler):** not vote on, a revised budget to cover the approved (and potential) projects we will be funding.

6. COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS: (10minutes)

7. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS: (10 minutes)

8. Adjournment

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board/Committee on any agenda item before the Board/Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board/Committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.

PUBLIC POSTING OF AGENDAS – Silver Lake Neighborhood Council agendas are posted for public review as follows:

- Mornings Nights Cafe, 1523 Griffith Park Blvd, Los Angeles, CA 90026
- www.SilverLakeNC.org
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

RECONSIDERATION AND GRIEVANCE PROCESS

For information on the Silver Lake Neighborhood Council’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the SLNC Bylaws. The Bylaws are available at our Board meetings and our website <http://silverlakenc.org/about/bylaws/>

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the SLNC Secretary, al (213) 375-8836 o por correo electrónico secretary@silverlakenc.org para avisar al Concejo Vecinal.

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the SLNC Secretary, at (213) 375-8836 or email secretary@silverlakenc.org.

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Mornings Nights Cafe, 1523 Griffith Park Blvd, Los Angeles, CA 90026, at our website: www.silverlakenc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the SLNC Secretary, at (213) 375-8836 or email secretary@silverlakenc.org.

Proposed alternative duties developed by the Budget & Finance Committee

The Treasurer:

1. Completes satisfactorily the Department of Neighborhood Empowerment's Treasurer training class
2. Chairs the Budget and Finance Committee and holds B&F committee meetings as necessary
3. Prepares with the B&F Committee the Annual Budget for review and approval by the board, and submits the approved budget to DONE and posts to the Silver Lake Neighborhood Council website
4. Advises board members and committees on availability of funds for developing funding motions
5. Maintains the city provided SLNC bank account and the city provided bank card (or delegates to the second signer)
6. Pays all authorized invoices and tracks against budget categories and projects
7. Prepares the Monthly Expenditure Report for review and approval by the board, signs the approved MER with the second signer, and submits the approved MER to DONE within ten (10) days of the report's approval by the board
8. Prepares the Monthly Financial Summary and posts to SLNC website under the B&F Committee documents
9. Prepares the annual Neighborhood Council Strategic Plan and gathers the annual Committee Accomplishments Report for review and approval by the board, and submits the approved plan and report to DONE
10. Maintains an inventory of all SLNC assets and affixes tracking stickers
11. Tracks completion of funding training by board members
12. Reviews, verifies, and gets approval from DONE of Neighborhood Purpose Grants, Community Improvement Projects, Events, and any purchase over \$2500.
13. Coordinates with committee chairs that originated an NPG to complete the report on the project as required by DONE.

FEBRUARY 17 EXECUTIVE COMMITTEE MEETING

1. WELCOMING REMARKS

Meeting was called to order at 9:20 p.m.

Roll Call:

Committee Members:

Heather Carson, CoChair Joe Ferrell, CoChair Seamus Garrity, ViceChair John Wingler, Treasurer

Absent:

Christine Kantner, Secretary

Board Members:

AnneMarie Johnson

Stakeholders:

Nina Sorkin

EXECUTIVE COMMITTEE DRAFT MINUTES

February 17th, 2016 9:05 10pm Citibank Community Room 2450 Glendale Blvd Los Angeles, CA 90039

2. GENERAL PUBLIC COMMENT ON NONAGENDA ITEMS:

Newsletter update up and running

3. ADMINISTRATIVE ITEMS:

No minutes to approve.

4. MOTIONS & RESOLUTIONS:

a. Discussion and Possible Action (Johnson):

Move to make the following additions to SR 43 as highlighted: "Absences shall be deemed "excused" with prior notice to the Secretary and Co Chairs via email or, if not possible, a phone message left on the SLNC voice mail in the event of (a) Board member's or family member's illness; (b) a death in the Board member's family, (c) attendance at an alternate function as an official SLNC representative, or (d) work/school/civic conflict. The Board authorizes the Secretary to send any Board members with 3 unexcused absences a letter of notice of potential SLNC Bylaws violation."

Moved by AnneMarie Seconded by Seamus

John provides a friendly amendment to add that the CoChairs could also send the letter which is accepted. Maker approves the amendment.

Motion now reads: "Absences shall be deemed "excused" with prior notice to the Secretary and CoChairs via email or, if not possible, a phone message left on the SLNC voice mail in the event of (a) Board member's or family member's illness; (b) a death in the Board member's family, (c) attendance at an alternate function as an official SLNC representative, or (d) work/school/civic conflict. The Board CoChairs and the Secretary have the authority to send a notice to any board member who has 3 unexcused absences to make them aware of the potential attendance violation.

Motion passes: 400.(AMJ cannot vote because she is not a member of the executive committee).

b. Discussion and Possible Action (Garrity):

Move to spend up to \$50 for 8 9v rechargeable batteries and charger for the cordless mikes used for Board meetings.

Moved by Seamus seconded by

motion passes 300

Seamus. Heather. John
(Joe stepped out of the meeting)

c. Discussion and Possible Action (Kantner):

Move to spend up to \$350 to hire Apple One Notetaker to revise 7 months of minutes up to 2 hours per month Oct 2015 Special Governing Board Meeting and Nov 2015 Apr 2016 Governing Board Meetings. 14 hours at \$23.10/hr.

Moved by Heather seconded by John

motion passes: 300

(Joe reenters at 9:32 p.m.)

d. Discussion and Possible Action (Carson):

Create a new SLNC Secretary Facebook Account and to make them an admin for all SLNC FB Committee pages and groups for consistency and oversight.

moved by Heather seconded by John motion passes 310

e. Discussion and Possible Action (Carson):

Discuss the set up of Board Meetings and how to make sure they start on time and run smoothly with working microphones and projector.

Discussed reaching out to Board Members that help is needed for a few to arrive a half hour before the meeting to help set up table and chairs. The need for the ViceChair to arrive a half hour early to set up the sound system and projector so that it is sure to be working by the meeting start time.

no action taken

f. Discussion and Possible Action (Carson):

Discuss ways to get Board and Committee members to be more active in posting actions taken by the Board, information and events on our Newsletter, FB page, Twitter account and website.

There was a discussion on how to get committee chairs to get more info into the newsletter and other social media platforms.

Rosa suggests the board enlist a board member or stakeholder (paid or volunteer) to take on the job of outreach/social media coordination.

moved by Heather seconded by John

motion passes 400

AnneMarie volunteered to provide to the board a 100 word template of a committee report to be submitted for content for the newsletter.

g. Discussion and Possible Action (Carson):

Discuss making the SLNC website accessible on mobile phones and tablets in a move to save paper and be able to call up information during meetings more easily.

Move that the SLNC's website be made mobile friendly for mobile phones and tablets in a move to save paper and be able to call up information during meetings more easily.

moved by Heather seconded by Joe **Motion passes 310**

5. COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS: 6. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS:

7. ADJOURNMENT

Meeting adjourns.