CITY OF LOS ANGELES
CALIFORNIA

SLNC OFFICERS

CO-CHAIRS
Heather Carson
Joseph Ferrell
VICE CHAIR

TREASURER
John Wingler
SECRETARY
Scott Plante

SILVER LAKE NEIGHBORHOOD COUNCIL
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 (2) Georgene Smith Goodin & Barbara Ringuette (3) Anthony Crump & Seamus Garrity (4) Jay Bennett (5) Bob Lisauskas & Caroline Pham (6) Matthew Desario & Joe Ferrell (7) Hope Taylor-Arnold & John Wingler

EXECUTIVE COMMITTEE AGENDA

Wednesday, April 20, 2016
7:00pm - 8:30pm
Citibank Community Room
2450 Glendale Blvd
Los Angeles, CA 90039
Enter directly from parking lot. Parking/Bike Parking/Metro Bus 92

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.

1. WELCOMING REMARKS (1 min)
   a. Call to Order
   b. Committee roll call (A quorum of at least three members present is required to hold official Committee meetings.)
   c. Self-Introductions of guests (Please sign-in! It is voluntary, and will help us stay in touch with you.)

2. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS: (6 minutes)
   Comments from the public on non-agenda items within the Committee’s jurisdiction (Up to two minutes per speaker)
3. **ADMINISTRATIVE ITEMS:** (3 minutes)
   a. Review and Adoption of Minutes - [March 2016 Executive Committee Meeting Minutes](#)

4. **MOTIONS & RESOLUTIONS:** (75 minutes)
   a. **Discussion and Possible Action (Wingler):** Review of SLNC approved Stairways Map project. Next step now that artwork is completed. (10min)

   b. **Discussion and Possible Action (Wingler):** Review of finances, revised budget and up to date report. (10min)

   c. **Discussion and Possible Action (Carson):** Creating a consistent visual format for each Committee’s webpage to include co-chairs bio & pics, committee contact info, regular meeting date, mission statement, links relevant to the committee’s work, etc. (15min)

   d. **Discussion and Possible Action (Carson):** how to track Committee co-chairs’ status in terms of completing ethics and funding training and signing the code of civility, as per SR50. (5min)

   e. **Discussion and Possible Action (Carson):** current formatting of newsletter. (15min)

   f. **Discussion and Possible Action (Carson):** how are we tracking people that check the ‘receive newsletter’ box on meeting and town hall sign-in sheets. How to increase the number of subscribers. (5min)

   g. **Discussion and Possible Action (Carson):** Move to spend up to $150 to purchase 8 more email addresses at $18 each from GoDaddy (in addition to the 13 recently approved by the Board), thus ensuring that funds are set aside to purchase 21 new email addresses, as needed, after the seating of the new Board on June 1st. (cost up to $150) (5min)

   h. **Discussion and Possible Action (Carson):** Discuss food choices for SLNC Board Retreat on June 25th. (10min)

5. **COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS:** (3 minutes)

6. **REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS:** (2 minutes)

7. **ADJOURNMENT**
   Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Co-chairs.
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

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.

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 la SLNC Secretary, al (213) 375-8836 o por correo electrónico secretary@silverlakenc.org para avisar al Concejo Vecinal.
1. WELCOMING REMARKS
   Call to Order and Roll Call

   Committee Members present:
   Heather Carson, Co-Chair
   Joe Ferrell, Co-Chair
   Scott Plante, Secretary (arrived 7:20)
   John Wingler, Treasurer

   Committee Members absent:
   Seamus Garrity, Vice-Chair

   Stakeholders:
   Rosa Max
   Nina Sorkin (arrived 7:45)

   Co-chair Heather Carson called the meeting to order at 7:00 p.m. John Wingler agreed to take minutes of the meeting.
   A quorum of three Executive Committee members was present to start: Heather Carson and Joe Ferrell, co-chairs; John Wingler, treasurer.

2. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:
   Rosa Max commented that the web site calendar does not list all committee meetings; she wants to schedule her Green Committee meeting without presenting any conflicts. Agreed to schedule for March 21.

3. PRESENTATIONS:
   none

4. ADMINISTRATIVE ITEMS
   Approval of the February 17, 2016 Minutes

   John moved to accept the minutes presented
   Heather seconded
   The minutes were accepted without revision
   Passed 3-0-0
   Carson, Ferrell, Wingler

5. MOTIONS & RESOLUTIONS:
   a. no item - typo on agenda
   b. Consider (Wingler): where and how to store the Outreach materials that have been kept at the Cafe Stella valet kiosk.
      Consider where to store outreach materials currently in the Sunset Junction valet stand. These include the banners, the table cloth, logo stamps. Should be in a private, secure, readily accessible location. Considered the library, Micheltorena school, Citibank offices, the Black Cat. Agreed most likely would be a small storage facility. Heather will ask Jerome Courshon to investigate and bring a recommendation to the board for the April meeting.
c. **Review (Wingler):** the attached list of duties for the treasurer, prepared by the Budget and Finance Committee.
   John presented the Budget and Finance Committee’s list of Treasurer duties. It was suggested to use most of the listed duties, removing inventory which duplicates the By-Laws list, and continue discussion along with other officer duties in the following agenda item.

d. **Discussion and Possible Action (Carson): discuss Officer Duties and how they are divided.**
   Discussion of Motion submitted by Carson to the GB March Agenda of creating a new Standing Rule with a list of all officer duties to supplement the brief list contained in SLNC Bylaws.
   
   Vice Chair duties should include following up after monthly meeting on any board action as required. Review of Secretary duties developed by Christine Kantner, and suggestion of reassigning some duties to the Vice Chair and some to a Social Media coordinator. Some correspondence should be handled by Community Liaison.

**Motion:** The Executive Committee moves to create a new SR to clarify the Officers’ Duties and Powers as listed in Article VI Section 2 of the Bylaws as follows. The Department of Neighborhood Empowerment will be consulted as to the appropriateness of this new rule.

**Officers’ Duties and Powers**

**Co-Chairs:**
- preside at meetings
- prepare agendas for meetings
- act as the legal liaison between the Board and the City Attorney
- have the authority to call or cancel regular and special meetings of the Board
- submit Community Impact Statements
- empowered to immediately remove any inappropriate content posted on any SLNC related site as per the Social Media Policy Content and Posting guidelines
- will perform other duties as prescribed by the Board

**Vice-Chair:**
- will perform duties in the absence of one (1) or both of the Co-Chairs
- prepare agendas and reserve the space for the Executive Committee meeting
- reserve the space for the monthly Governing Board meeting and secure the invoice for the Treasurer
- set up projector and sound equipment for the Governing Board meetings
- organize and plan the twice yearly SLNC Vision and Goals meeting in concert with the Executive Committee
- work with outreach to arrange GB and community trainings on Brown Act, Procedural Rules, Grant Writing, Creating an Agenda, Ethics Training
- subsequent to Board meetings will take action on any follow up items
- will perform other duties as prescribed by the Board

**Secretary:**
- will prepare and maintain full and correct minutes and records of all Governing Board meetings
- will maintain a complete and accurate archive of past Governing Board meetings that will be kept on the SLNC website and made readily available to all Stakeholders upon request
- will receive materials and prepare information as necessary for informed and efficient Governing Board meetings
- will give, as prescribed by the Ralph W. Brown Act and the Bylaws and Standing Rules proper notice of all meetings of the Board and of the SLNC
- ensure there is a note taker for GB meetings/take notes themselves
- check the mail box monthly prior to GB meetings
- order business cards & nametags for GB members
- organize incoming email or correspondence regarding upcoming agenda items
- submit Community Impact Statements
- certify and send letters voted on by the Board
- keep track that Board Members and Committee Co-Chairs have completed ethics & funding training and signed the Code of Civility
- maintain the board roster with DONE
- keep track of attendance, note excused absences during roll call, and keep the Board Attendance Record on the website current
- keep all forms on the website current
- bring comment cards, sign in sheets, copy of long agenda and name placards to GB meetings
● serve as the Custodian of Record - respond to all PRA requests in consultation with the City Attorney in a timely manner as required by State law.
● keep email addresses related to SLNC business up-to-date
● maintain emails of closed accounts for 6 months before deleting
● maintain a master list of all passwords for email addresses, log in info, website and SLNC social media sites in conjunction with webmaster
● act as point of contact with webmaster and assume webmaster duties when they are not available
● will perform other duties as prescribed by the Board

Treasurer:

● under the control and direction of the SLNC, will establish an accounting system that complies with Generally Accepted Accounting Principles
● will provide and maintain full and complete records of all the assets and liabilities of the SLNC
● Subject to limitations and controls imposed by the Board, the Treasurer will have custody of all funds, financial documents, and other financial assets of the SLNC
● Completes satisfactorily the Department of Neighborhood Empowerment’s Treasurer training class
● Chairs the Budget and Finance Committee and holds B&F committee meetings as necessary
● 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
● Advises board members and committees on availability of funds for developing funding motions
● Maintains the city provided SLNC bank account and the city provided bank card (or delegates to the second signer)
● Pays all authorized invoices and tracks against budget categories and projects
● 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
● Prepares the Monthly Financial Summary and posts to SLNC website under the B&F Committee documents
● 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
● Maintains an inventory of all SLNC assets and affixes tracking stickers
● Tracks completion of funding training by board members
● Reviews, verifies, and gets approval from DONE of Neighborhood Purpose Grants, Community Improvement Projects, Events, and any purchase over $2500.
● Coordinates with committee chairs that originated an NPG to complete the report on the project as required by DONE.
● will perform other duties as prescribed by the Board

Motion to close debate, no objections.
Scott moved
Joe seconded
Passed 4-0-0.
Carson, Ferrell, Plante, Wingler

j. Review (Wingler): not vote on, a revised budget to cover the approved (and potential) projects we will be funding.

Out of agenda sequence: consideration of the current financial situation in order to have knowledge of available funds when discussing other agenda items. John presented the current financial summary effective 3-16-2016. At the board’s request at the March 2 meeting, he revised the budget to cover the Triangle Plaza umbrellas, moving $2500 from Outreach to Community Improvement. This leaves an estimated $974 in Outreach, $3200 in NPG, and $712 in Community Improvement, available for projects for the remainder of Fiscal 2016, i.e., through June 30.

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.)

Heather described possible plans for a board retreat for the incoming elected board members, to be held in June after they are sworn in. She discussed a presentation with Jay Handel who would do the training. All agreed that having new board members educated and with a common understanding would save time and make for more productive committee work and meetings. John felt we cannot afford to pay with existing funds and that this should be handled by the incoming board. Question of whether we can approve this year and pay next. A tentative date of Saturday June 25 was set. Locations under consideration are Silver Lake Library, St. Francis church, Silver Lake Community Church. Nina suggested six hours would be enough, and that eight hours is too long.

motion to the board to spend up to $750 for a board retreat training session.

Heather moved
Joe seconded
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.
Criteria of what should go on the SLNC calendar. Decided to recommend that only SLNC events, sponsored activities, and DONE related events should be allowed on calendar. Rosa said this could be a problem if the event requires registration and the public misunderstands and thinks anyone can show up and attend.

Heather moved that only SLNC events, sponsored activities, and DONE related events should be allowed on the SLNC website calendar. 
Joe seconded
Passed 4-0-0
Carson, Ferrell, Plante, Wingler

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?
Recommended to drop the ‘committee’ and change the name on the newsletter to simply read “SLNC Outreach Newsletter”.

Scott moved
Joe seconded
Passed 4-0-0
Carson, Ferrell, Plante, Wingler

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.)
The problem is that the boundaries are hard to see, and the individual region maps are inaccurate, no longer current. Scott said that he could make the changes with his CAD software, but that it would not be for about a month. All felt this was a good solution and thanked Scott for saving us money and volunteering his time.

Heather moved to have Scott Plante 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.
Scott seconded
Passed 4-0-0
Carson, Ferrell, Plante, Wingler

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)
Purchase up to $250 worth of unlimited email addresses to accommodate new board members. We are out of available addresses; Heather asked the webmaster to delete three that were old enough to exceed the 6 month records retention rules. At $18 each, we could purchase thirteen new addresses, which might be enough for now.

Scott moved to support spending up to $250 to add additional unlimited email accounts at $18 each.
Heather seconded
Passed 4-0-0
Carson, Ferrell, Plante, Wingler
6. COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS:

- Nina noted that the DONE website still uses our old logo. Scott agreed to contact them and give them the new one.
- Discussion of outstanding draft board minutes not yet approved. No one was sure which ones had been corrected; Scott will look into that and determine what is still needed. Heather noted the board had approved up to $350 for an Apple One temporary employee to make the needed changes.

7. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS:
none

8. ADJOURNMENT
The agenda business having been concluded, the meeting was adjourned at 8:45 p.m.
Proposal for Stairways Map:

The 18 X 24 two sided map printed on recycled paper would be:

A. Side one
1. the map artwork
2. a discrete credit for artist Eric Brightwell
3. a legend/list of stairs
4. the SLNC logo

B. Side two
1. have a quarter of the page advertising The Silver Lake Stair Streets (logo attached)
2. A brief history of the stairs (see attached) by Scott. Please credit Scott as “Scott Plante, Architect” per Scott
3. A list of all the committees including email addresses with the graphic “volunteer” (attached)
Silver Lake Stairways

Stairways are an integral part of Silver Lake: 59 of them thread through our neighborhood, connecting the hillsides, homes, and businesses in our beautiful community.

The stairways, or walk-streets, were originally built by developers to quickly connect pedestrians between steep hillside residential areas and the lower commercial streets, schools, and trolley lines. Some houses were even built on these stairways, without access to vehicular roads.

One of Silver Lake’s stairways is featured in the first Oscar-winning live action short film “The Music Box Steps.” Filmed in 1932, the Laurel and Hardy comedy was filmed on the stairway that connects Descanso Drive and Vendome Street. Other stairways have been used in numerous movie and television shows.

Some stairways are painted with art, such as the Micheltorena and Swan Place Stairs. Public walking tours often follow the many stairways through Silver Lake, and the stairways are often integral to many residents’ exercise routines.

Over time, many Silver Lake stairways were neglected, became locations for crime, or fell into disrepair.

Yet, the community has recognized the value of these often-hidden public assets. Awareness of these historical stairways has increased, through programs such as Adopt-A-Stairway and the publication of this artful map. Through the continual efforts and hard work on the part of many community members, these historical stairways are once again a visible part of Silver Lake and will be for the future.
The Silver Lake Stair Streets

Working to preserve, protect and enhance a community treasure.

Get Involved!
Adopt a Stairway
silverlakenc.org/adopt-a-stairway-program
VOLUNTEER