



WINNETKA NEIGHBORHOOD COUNCIL

c/o Winnetka Convention Center
20122 Vanowen St., Winnetka, CA 91306
WinnetkaNC.com @WinnetkaNC
Board@WinnetkaNC.com



President	Vice-President	Secretary	Treasurer	Parliamentarian
Eric Lewis	Erick Lace	John Poer	Jaime Pelaez	Trevor Owen
Board Members				
Steven Fuhrman	Victor Lerma	Carlos Perez	JJ Popowich	Tess Reyes-Dunn
Bettie Ross-Blumer	Craig Ruggless	Tom Sattler	David Uebersax	Vacant (Youth Rep)

REGULAR GENERAL MEETING & BOARD OF DIRECTORS INDUCTION AGENDA

Tuesday, May 10, 2016, 6:30 PM

Winnetka Convention Center, 20122 Vanowen St., Winnetka, CA 91306
(Located next to Winnetka Bowl, ground floor of hotel)

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: **Winnetka Recreation Center**, 8401 Winnetka Ave.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is not specifically listed on this agenda yet is within the Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card ensures that each speaker's name is complete and correct in the meeting's Minutes. Public Comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a Board vote on any item, any member of the public who has not filled out a Speaker Card will be accorded 1 minute to make a statement. This period will last no longer than 5 minutes total.

1. Meet & Greet and Refreshments. [15 min]

of Guests _____

Come for a snack and mingle with your neighbors for the changing of the guard at your WNC.

2. Convene Meeting, Establish Board Member Quorum, Call to Order, Pledge of Allegiance [2 min]

3. Introductions, Meeting Rules & Announcements [3 min]

4. Recognition of Outgoing Board Members & Officers [10 min]

Many thanks go out to the dedicated volunteers of the WNC for their years of community service.

5. Induction of Elected Board Members & Seating of the New Winnetka NC Board [5 min]

5.1. New WNC Board Roll Call

5.2. Neighborhood Council Board Member Oath

6. Election Of Board Officers [25 min]

6.1. President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Parliamentarian, Assistant Parliamentarian: Election by Board, NC Oath of Office to be taken

6.2. Board designation of WNC Bank Card Holder and Second Signatory

6.3. Board designation of NC Liaisons to City Departments and Organizations

6.3.1. Mayor's Budget Representatives

6.3.2. LA DWP Committee/Memorandum of Understanding Cmte Representative

6.3.3. LA City Public Works Liaison

6.3.4. LA Neighborhood Councils Coalition (LANCC) Representatives

6.3.5. Valley Alliance of Neighborhood Councils (VANC) Representatives

6.3.6. Council District 3 Beautification Action Team Representative

6.3.7. Neighborhood Watch Representatives

6.3.8. Reserve Animal Control Officer (RACO) Liaison

6.3.9. Other Liaison positions not listed here

7. Outgoing President's Report (Lewis) [2 min]

8. Incoming President's Address [3 min]

- 9. Government Representative Updates:** The latest information from representatives of the offices of Mayor Garcetti, Councilman Bob Blumenfield (CM BB), Congressman Brad Sherman (CMN BS), State Senator Fran Pavley (S FP), State Assemblyman Matt Dababneh (ASM MD), the LAPD, LAFD, LAUSD, Dept. of Neighborhood Empowerment (DONE), Board of Neighborhood Commissioners (BONC), and any other local, state, or federal agencies in attendance. [5 min each, 20 min max]
- 10. Public Comments:** Comments from the public on any items not specifically listed on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other government agency. [2 min each, 10 min max]

NEW AGENDA ITEMS

Discussion and board action is possible on the following agenda items.

- 11. Discussion and possible action regarding:** St. Joseph the Worker Catholic Church will hold its annual summer fundraising event, the SJW World Fair, this year on June 10, 11, and 12. (Hill) [3 min]
MOTION: "list needed motion." **WNC-2016-051016-##**
- 12. Discussion and possible action regarding amending Article VII, Section 1 of the WNC By-Laws to reflect the current Standing Committees.** (Lewis) [2 min]
- 12.1. **MOTION:** To change the wording of the WNC By-Laws, Article VII, Section 1. Standing Committees - The Standing Committees of the Council are: the Executive Committee (chaired by the Board President), the Budget & Finance Committee (chaired by the Treasurer or Assistant Treasurer), ~~the Outreach & Youth Committee~~, ~~the Outreach & Social Media Committee~~, the Planning & Land Use Management Committee, the Rules/Elections/Bylaws Committee (chaired by the Board President or Vice-President), the Public Safety Committee, ~~and~~ the Public Works & Transportation Committee, ~~and the Youth Advocacy Committee~~.

REGULAR COMMITTEE REPORTS & MOTIONS

Discussion and board action is possible on the following Winnetka NC Committee reports.

- 13. Appointment & Confirmation of the WNC Standing Committee Chair Persons** [10 min]
13.1. OSM, PLUM, PS, PWT, YA, REB, B&F
- 14. Planning & Land Use Management Committee Report** (Popowich/Ross-Blumer) [4 min]
PLUM Cmte meetings: to be determined. Community stakeholder Committee members needed.
14.1. PLUM Committee Report
- 15. Public Safety Committee Report** (-/Solis) [4 min]
PS Cmte meetings: 3rd Thurs. of each month, 7:00PM, Limerick Avenue Elementary School, 8530 Limerick Ave.
15.1. PS Committee Report
- 16. Public Works & Transportation Committee Report** (Uebersax/Poer) [4 min]
PWT Cmte meetings: 4th Mon of each month, 7PM, Limerick Avenue Elementary School, 8530 Limerick Ave.
16.1. PWT Committee Report
16.2. Report on the **3rd Annual WNC Spring Clean**, which was rescheduled to April 30th
- 17. Outreach & Social Media Committee Report** (Lewis/Pelaez) [4 min]
OSM Cmte meetings: to be determined. Community stakeholder Committee member needed.
17.1. OSM Committee Report
17.2. New business cards and badges to be ordered per current budget allocations.
17.3. Report on the April 26th WNC Public Lecture: Landscaping In A Drought, by Greg Sullivan
17.4. Local Business Outreach plan
17.5. Winnetka NC in the **2016 Memorial Day Parade**

- 17.5.1. Discussion and possible action regarding utilizing the \$1000 allocated for Memorial Parade Sponsorship to be paid to the West Hills-Canoga Park Chamber of Commerce for a "Liberty Sponsorship" of the 2016 Memorial Day Parade. (Lewis) [2 min]
- 17.5.2. Discussion and possible action regarding the possibility of securing the use of a large, open vehicle for a WNC parade float; as well as theme ideas, participants, and decorations.
- 17.5.3. Discussion and possible action regarding utilizing up to \$150 of OSM committee-designated funds for parade vehicle costs, including decorations. (Lewis) [2 min]
- 17.5.4. Discussion and possible action regarding utilizing up to \$50 of OSM committee-designated funds for beverages, ice & snacks for WNC Memorial Day volunteers. (Lewis) [2 min]

18. Youth Advocacy Committee Report (Owen/Lace) [4 min]

YA Cmte meetings: 3rd Thurs. of each month, 7:30PM, , Limerick Avenue Elementary School, 8530 Limerick Ave.

- 18.1. YA Committee Report
- 18.2. Local Public School Culminations NPG status update

19. Budget & Finance Committee (Uebersax/Pel4aez) [2 min]

- 19.1. Discussion regarding setting a date for the first WNC FY16-17 Budget meeting, or referring the matter to the Board in June.

ADDITIONAL REPORTS & MOTIONS

Discussion and board action is possible on the following reports.

20. Secretary's Report (Poer) [5 min]

- 20.1. Discussion and approval of the Winnetka NC Minutes for April 12, 2016.

MOTION: To approve of the Winnetka NC Minutes for April 12, 2016

Motion by: Second by:

WNC-2016-051016-##

- 20.2. Discussion and approval of the Winnetka NC Minutes for April 26, 2016.

MOTION: To approve of the Winnetka NC Minutes for April 26, 2016

Motion by: Second by:

WNC-2016-051016-##

21. Treasurer's Report (Pelaez/Uebersax) [5 min]

- 21.1. Update, discussion, and possible action regarding the status of Winnetka NC finances, the WNC checking account, and the Treasurer's bank account access, plus any additional financial reports as needed other than the MERs.

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- 21.2. Presentation of the Treasurer's Report including discussion and action to approve the February expenditure report. (Pelaez) [5 min]

MOTION: "The Winnetka NC Board has reviewed the February 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in (past month), 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

WNC-2016-051016-##

- 21.3. Presentation of the Treasurer's Report including discussion and action to approve the March expenditure report. (Pelaez) [5 min]

MOTION: "The Winnetka NC Board has reviewed the March 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in (past month), 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

WNC-2016-051016-##

- 21.4. Presentation of the Treasurer's Report including discussion and action to approve the April expenditure report. (Pelaez) [5 min]

MOTION: "The Winnetka NC Board has reviewed the April, 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in (past month), 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

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- 22. LA DWP Committee/Memorandum of Understanding Cmte Representative (Uebersax) [2 min]**
LADWP Cmte/MOU Cmte meetings: 1st Sat of each month, 8:30AM, 6501 Fountain Av.,
Hollywood
- 23. LA Neighborhood Councils Coalition (LANCC) Representative (Uebersax) [2 min]**
LANCC meetings: 1st Sat of each month, 10:00AM, 6501 Fountain Ave., Hollywood

RETURNING AGENDA ITEMS

- 24. Discussion and possible action regarding the status of the current WNC Budget and its various committee and other allocations. This includes addressing any approved but as-of-yet un-purchased items; all budget adjustments/reallocations that may be necessary to account for such things as, but not limited to, unexpected cost increases and/or overages, election costs, event changes, all approved yet unpaid bills, and possible problems caused by DONE's handling of our bank accounts; and any additional motions necessary to facilitate a properly accounted budget as the fiscal year-end approaches. (Lewis) [20 min]**
- 25. Discussion and possible action regarding the current status of all WNC computer-related equipment and potential upcoming needs of the incoming group of Officers. (Lewis) [2 min]**
- 26. Discussion and possible action regarding setting a date for available board volunteers to meet at the WNC storage unit to assist with an inventory of all WNC-owned items. (Lewis) [2 min]**
- 27. Good of the Order [2 min]**
- 28. Future Agenda Items & other Calendar Events [2 min]**
- 29. Adjournment Time: _____**

Members of the public may request and receive, without undue delay, copies of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the 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 Neighborhood Council Secretary at 818-341-6256, or please send an e-mail that states the accommodations that you are requesting to secretary@winnetkanc.com.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (310) 562-3268.

PROCESS FOR RECONSIDERATION

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad-hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The

Secretary will coordinate a time and a place, not to exceed 10 days, for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panel's collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.

Winnetka Neighborhood Council

WNC

Celebrating Diversity with Unity
and Dedication to the Community