

## NWNC QUICK REFERENCE GUIDE & KEY CONTACTS – May, 2020

### Primary Key Contacts:

- **EmpowerLA** - DONE Rep: Jose Galdamez, EmpowerLA Neighborhood Advocate  
[jose.galdamez@lacity.org](mailto:jose.galdamez@lacity.org)  
818)374-9895 or (213)978-1751
- **LA City Clerk:** *Paola Posada*, LA City Clerk. Office of the City Clerk, Administrative Services Division, Neighborhood Council Funding Program  
[paola.posada@lacity.org](mailto:paola.posada@lacity.org) (213)978-1058  
[200 N. Spring Street, Suite 224, Los Angeles, CA 90012](#)
- **LA City Attorney:** Elise Ruden, [elise.ruden@lacity.org](mailto:elise.ruden@lacity.org)  
(213)9787-8132; 200 N. Main St., 700 City Hall, Los Angeles, CA 90012
- **Webmaster:**
  - **Kristina Smith @ The Mailroom (starting July, 2020)**  
[Ksmith-mailroom@mail.com](mailto:Ksmith-mailroom@mail.com) 310-514-1797 10am-5pm; 310-918-8650 cell
  - **Wendy Moore@ Moore Business Results (pre July, 2020)**  
[www.MooreBusinessResults.com](http://www.MooreBusinessResults.com) 818-252-9399
- **Meeting Minutes**
  - **Apple One:** *Frances Pollock*  
[francespollock@yahoo.com](mailto:francespollock@yahoo.com) 818.427.5361
- **Board Member Contact:** <https://docs.google.com/spreadsheets/d/1CRPO-RrgMhoqwWbSNCq36CpGimeu1Sh23O0V8fJbGHA/edit#gid=0>
- **CD-12 Council Office**
  - **John Lee, Councilman** 9207 Oakdale Ave., Suite 200, Chatsworth, CA 91311;  
(818) 882-1212; [councilmember.Lee@lacity.org](mailto:councilmember.Lee@lacity.org)
  - **Ron Rubine.** Senior Advisor, Office of Councilmember, Community Service Center (818) 882-1212 or City Hall (213) 473-7012; [ron.rubine@lacity.org](mailto:ron.rubine@lacity.org)

**See Key Contacts & Vendor List attached (Addendum G)**

### NWNC Board

- NWNC Board Members can be found at <https://northridgewest.org/about/board-members-and-officers/>

- The Executive Officers include the President, Vice President of Administration, Vice President of Outreach & Communication, Treasurer, and Secretary. (See **Addendum A** for Recommended Roles & Responsibilities)
- The current active Committees include Beautification, Budget & Finance, Education, Bylaws & Standing Rules, Outreach & Communication, Education, Election, Government Affairs, Planning, Land Use & Zoning, Public Safety and Homeless. For information on Committee Chairs, meetings and agendas go to <https://northridgewest.org/committees/>

### Meetings & Agendas

- NWNC holds a General Board Meeting on the second Tuesday of every month from 6:15 – 9:00pm at the Northridge Christian Church at 18901 Chatsworth St., Northridge CA 91326.
- Committee Meetings are held as needed; ideally no less than quarterly and monthly for more active committees.
- Currently, all GBM and Committee Meetings are being held virtually, due to the COVID pandemic. In order to schedule a virtual meeting, you must get a Webinar # from the NWNC President (Rana Sharif). This is a unique number for each meeting. Please reference the following for guidelines on how to hold a virtual meeting.  
<https://empowerla.org/EVG/>
- General Board Meetings, Special Meetings, and all Committee Meetings must have an agenda published for public viewing a minimum of 72 hours prior to the meeting date.
  - EmpowerLA sample meeting agendas can be found at <https://empowerla.org/self-serve/>
  - NWNC GMB sample agendas can be accessed at [https://northridgewest.org/wp-content/uploads/docs/Agenda\\_2020-05-12.pdf](https://northridgewest.org/wp-content/uploads/docs/Agenda_2020-05-12.pdf) or Committee Agendas at [https://northridgewest.org/wp-content/uploads/docs/ExecA\\_2020-05-05.pdf](https://northridgewest.org/wp-content/uploads/docs/ExecA_2020-05-05.pdf).  
**NOTE: The agenda template is DIFFERENT for Virtual Meetings vs in-person meetings. Be sure to use the correct template.**
  - Meeting Agendas must be approved by submitting via email to [ncsupport@lacity.org](mailto:ncsupport@lacity.org) (EmpowerLA). Once it is approved, you must physically post the agenda for public view.
  - Meeting Agendas must be posted 72 hours prior to a General Meeting and 24 hours prior to a Special Meeting. Posting must include the following:
    - The NWNC Agenda is posted for public review at 9401 Reseda Blvd, in the clear box, to the left of the gate adjacent to the parking lot
    - Send to the webmaster (Kristina Smith – The Mailroom) who will post on NWNC website [www.northridgewest.org](http://www.northridgewest.org)

- Bring documents such as MER, Minutes, Letters, Funding items, and NPGs that board will take action. A copy needs to be available for the public at the meeting to be able to review it. Send electronic copies for posting to the website. (Kristina Smith – The Mailroom).
- Meeting Minutes are recorded and published for Board approval for the GBM and the ECM. Committee Meeting minutes are recommended but not required. Once the board / committee approves the minutes they are posted on the NWNC website.
- NWNC follows Rosenberg’s Rules of Order which provides simple rules of parliamentary procedures. Click here for rules: [https://empowerla.org/wp-content/uploads/2012/04/Rosenbergs\\_Rules\\_of\\_Order.pdf](https://empowerla.org/wp-content/uploads/2012/04/Rosenbergs_Rules_of_Order.pdf)
- For more information on how to run a NWNC meeting, go to <https://empowerla.org/all-about-meetings-how-to-run-one-regular-vs-special-meetings-agenda-posting-public-comment/>

### Committees and Meeting Locations

- Committees and Committee Chairs can be found on the NWNC Website. <https://northridgewest.org/committees/>. Committees meet routinely throughout the year to discuss issues important to the community and stakeholders. Proposed activity is placed on the GBM agenda for review and approval via MOTION Form (**Addendum B**. Also found on the website under FORMS.)
- Meetings must take place within the NWNC boundaries and available for all stakeholders to attend. (They cannot take place at a Board member’s house). A meeting room log should be maintained by the VP of Administration to help facilitate meeting locations. The Northridge Park Recreation Center: Arts & Crafts Room falls within our boundary and is frequently used. You must fill out a meeting request for approval to secure the room. Contact information is: Dwayne Finley [Dwayne.finley@lacity.org](mailto:Dwayne.finley@lacity.org) 18300 Lemarsh St. Northridge 91324. (see **Addendum C** for current list of other meeting locations)

### Reports & Forms

- The Board approves a **Monthly Expense Report (MER)** which is generated from the Neighborhood Funding Portal. The Treasurer and Second Card Holder have access to the portal to input and generate reports.
- **Board Action Certificate (BAC)** records the vote for all funding motions. A BAC must be completed, signed and uploaded to the Neighborhood Funding Portal for invoices to be paid. <https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms>

- **Neighborhood Purpose Grant (NPG)**, are filled out by outside organizations requesting funding from the NC. There is a packet that must be completed which includes guidelines of how to submit and what to look for when approving the NPG. For NWNC, all NPG's go to the President to review and assign. The Treasurer will vet for accuracy and completion. It is the Committee's responsibility to reach out to the requesting organization to fact find and make a recommendation to the Board whether to support the initiative. It is recommended that once the activity has taken place an NPG Completion Form must be completed to document the outcome of the activity. This can be found in the NPG packet. (**Addendum D** for details on how to manage an NPG. <https://clerk.lacity.org/sites/g/files/wph606/f/NPG%20NC%20Information%20Packet%2002-2018.pdf>.)
- **Community Impact Statements, or CIS**, are one of the most important ways in which a Neighborhood Council can advise City departments and officials on matters under consideration by the City's decision makers. A CIS is an official statement or position that a Neighborhood Council adopts on a specific matter or issue. Sample Template <https://empowerla.org/wp-content/uploads/2015/02/Authorization-to-submit-CIS-Form.pdf>
- **MOTION** approval form: complete to have a motion put on the General Board Meeting agenda for review and approval of an item. See **Addendum F** which outlines what a "motion" is, the process for making a "motion", how a motion is discussed, and finally how it is voted upon. (**Form: Addendum B**)

#### **New Board Member Information:**

- **Training:** Neighborhood Council board members, both elected and appointed, are required to do three trainings in order to vote on issues that come before the council: Ethics, Funding, and Code-of-Conduct Training. EmpowerLA conducts the training and tracks compliance and board member status. For training, go to <https://empowerla.org/self-serve/>. To check eligibility status go to [EmpowerLA.org/councils](https://empowerla.org/councils) and choose your Neighborhood Council.
- New Board Members will be asked to create a dedicated email for NWNC correspondence. It is recommended that you do not co-mingle personal emails with NWNC board work.
- New Board Members are assigned a position for voting purposes. (At Large / Stakeholder Interest). This information can be found on the NWNC website. Additionally, business cards and a name badge will be supplied for business purposes.

#### **Budget & Finances**

- LA City Clerk provides a website for **Neighborhood Council Funding and Documents**. This is a good starting point for information <https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms>
- The Funding Portal maintains a Neighborhood Dashboard to view the Annual Budget and monthly expenses (**MER**). <https://cityclerk.lacity.org/NCFundPortal/Dashboard.html>. There is a drop-down screen to view at the individual Neighborhood Council level. (Go to Northridge West Neighborhood Council to view our information)
- An Annual Budget is approved at the beginning of every Fiscal Year starting July 1<sup>st</sup>. (see forms for process). The Board must approve the Annual Budget at a GBM prior to submitting. The Annual Budget can be updated throughout the year by submitting a revised Annual Budget form.
- All Fiscal spending deadlines for the end of the year are: June 1<sup>st</sup> for all NPG's; June 22<sup>nd</sup> for all Credit Card transactions.
- There are 2 Card Holders who are authorized to make purchases for the Board. They must go through Financial Training via the LA City Clerk's Office.
- It is not recommended that board members purchase items on their own – it is very difficult to get reimbursed.
- All spending must be approved by the Board prior to spending via a Motion and recorded via the BAC. (see Reports and Forms).
- Credit Card purchases with line item receipts are uploaded to the LA City Clerk Funding Portal by the Treasurer or Card Holder.
- Invoices and NPG's are uploaded to the LA City Clerk Funding system by the Treasurer.

### **NWNC Social Media**

- NWNC has an active website ([northridgewest.org](http://northridgewest.org)) as well as social accounts on Facebook ([facebook.com/NorthridgeWest](https://facebook.com/NorthridgeWest)), Twitter ([Twitter – @northridgewest](https://twitter.com/northridgewest)) and Nextdoor (VP Outreach maintains). NWNC sends out 2 eblasts per month to approximately 1,300 stakeholders. The VP of Outreach maintains the passwords for social accounts.

### **Events**

- Events require special forms with LA City approvals prior to the event. This can take up to 3 weeks for approval, so plan accordingly. Permits are especially sensitive – don't

assume you can have food provided at an event without completing the paperwork / approval process.

- You must complete an Event Approval Form as well as Checklist:  
<https://clerk.lacity.org/sites/g/files/wph606/f/NCFP%20106%20Event%20Approval%20Form.pdf>
- Event Checklist:  
<https://clerk.lacity.org/sites/g/files/wph606/f/NCFP%20114%20NC%20Community%20Event%20Risk%20Planning%20Checklist.pdf>

## Other

- NWNC appoints Liaisons for various subcommittees at LA City (Budget Advocate) and Neighborhood Councils (VANC – Valley Alliance of Neighborhood Councils includes all 34 SF Valley NCs; VISION – the 3 Northridge Neighborhood Councils). Other positions may be appointed as needed.
- NWNC maintains a storage unit for supplies, gardening tools and promotional giveaways. Current location is Golden State Storage at 18832 Rayen St., Northridge, CA unit E91 & E92. **(Addendum E – premium item & storage inventory)**
- NWNC maintains a mailbox at Northridge West Neighborhood Council 18543 Devonshire St. # 437 Northridge, CA 91324
- Board Contact information is located on the website including a board email and phone numbers (**818-697-0639**). **BE SURE to use an email address that is NWNC specific vs your own private email address.**
- Business Cards have been purchased through Vista Prints. Vistaprints.com  
[https://www.vistaprint.com/vp/ns/my\\_account/order\\_detail.aspx?alt\\_order\\_id=6WWF7-J5A58-8K5&is\\_failed=False&xnav=OrderHistoryProductImage](https://www.vistaprint.com/vp/ns/my_account/order_detail.aspx?alt_order_id=6WWF7-J5A58-8K5&is_failed=False&xnav=OrderHistoryProductImage)
- Board Name Badges have been purchased through Badge Busters (818)340-4778

## Highlights:

- Neighborhood Councils report in to the Department of Neighborhood Empowerment under EMPOWERLA. There are currently 99 Neighborhood Councils in Los Angeles, each serving about 40,000 people. Visit the site for resources and the latest information.  
<https://empowerla.org/>
- EmpowerLA provides handbooks and other resources for additional information and reading:
  - 10 Things To Know as a Neighborhood Council Board Member  
<https://empowerla.org/wp-content/uploads/2019/04/10%20Things%20to%20Know%20English.pdf>

- Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century  
[https://empowerla.org/wp-content/uploads/2012/04/Rosenbergs\\_Rules\\_of\\_Order.pdf](https://empowerla.org/wp-content/uploads/2012/04/Rosenbergs_Rules_of_Order.pdf)
  - Robert's Rules Made Simple:  
<https://empowerla.org/evg/#robertsrulesportal>
- Neighborhood Councils are the closest form of government to the people. They are advisory bodies, who advocate for their communities with City Hall on important issues like development, homelessness, and emergency preparedness. Neighborhood Councils are part of the Los Angeles City government, and have annual budgets funded by taxpayer dollars. Neighborhood Council board members are City officials who are elected by the members of their local communities, but they donate their time as volunteers. The Neighborhood Council system was established in 1999 as a way of ensuring that the City government remains responsive to the different needs and lifestyles of Los Angeles' rich variety of communities.
  - Northridge West Neighborhood Council (NWNC) has been operating since 2009 (?). The Board consists of 13 members: 11 at Large members and 2 Community Interest Stakeholders. Elected board members serve a four (4) year term with staggered terms. For current Board Members go to <https://northridgewest.org/about/board-members-and-officers/>
  - NWNC has developed Bylaws and Standing Rules to guide the board in its activity. These can be found on the NWNC website under ABOUT US and can be accessed via <https://northridgewest.org/about/bylaws-rules-and-forms/>

NWNC has posted on the website the Brown Act Guidelines for Committee Meetings.  
<https://northridgewest.org/about/bylaws-rules-and-forms/>

## **Addendum A**

### **NWNC EXECUTIVE OFFICER ROLES & RESPONSIBILITIES - DRAFT**

**A guide to who does what ....**

#### **NWNC VP of Administration May 2020**

**Serve in place of the President in that person's absence and be responsible for the operational, administrative, and logistical needs of the council.**

- Oversee operational efforts including vendor relationships and contracts related to office, meeting rooms, storage, mailbox, minutes, and webmaster. Maintain a record of all office equipment, supplies, event equipment, and other materials of significant value to NWNC. Oversee management of archived records as required by DONE. Approve and maintain a log of authorized Board Members who have access to equipment, keys, P.O. boxes, etc
- Ensure meeting facility is secured and properly set up and torn down for General Board Meetings. Assist with identifying and maintaining contact information for potential meeting locations for Committee meetings.
- Ensure all Board Members have completed proper certification as required by DONE, and notifies members of impending expiration dates.

#### **NWNC VP of Outreach & Communication, May 2020**

**Coordinate the NWNC's external communications and outreach activities.**

- Chair the Outreach & Communication Committee and participate in the development and execution of an Outreach & Communication Plan and Budget.
- Oversee management of website, newsletter and email blasts, social media platforms and articles written on behalf of NWNC for publication and/or press release. Work closely with various communications on behalf of the NWNC Board. Act as Board liaison with webmaster to maintain and update stakeholder database.
- Build NWNC awareness and positive affiliation with stakeholders, Neighborhood Councils, other partners and DONE through active posting on NWNC platforms, participation at key events that reinforce NWNC brand. Work with Board members, committee members, stakeholders, other Neighborhood Councils and DONE to create and participate in events. Identify and coordinate speakers for NWNC meetings and events.
- Develop and supervise plans for Outreach events and see that such events are properly staffed. Complete and issue an Event Survey to memorialize activity pro's and con's to aid in future planning.

- Review all official communication including, but not limited to, posting to social media, Nextdoor, flyers, etc. pertaining to the business of the Board or Council. All official external communication must be submitted to the VP of Outreach & Communication for review and posting through the Board's official platforms.
- Approve all partner creative using NWNC assets to ensure accuracy, consistency and compliance of messaging and logo. Maintain creative assets and (best practices handbook) as resource for Board members. Maintain complete updated list of passwords for all NWNC social media sites.
- Identify, purchase (with the assistance of the Treasurer or 2nd card signer) and review (inventory of premiums and promotional materials for handout to stakeholders at NWNC supported events).

### **NWNC Secretary Job Responsibilities May, 2002**

#### **Monthly General Board Meeting (GBM)**

- Act as notetaker in absence of a minute taker for General Board Meetings, Executive Committee Meetings and Special Joint Meetings. In the event the Secretary cannot fill the role, an Executive Officer will delegate the responsibility.
- Send draft minutes to attending Board Members for review within 10 days of the next scheduled GMB, ECM or Special Joint meeting, and post them to the NWNC website no later than 7 days after approval.
- Provide copies of handouts including but not limited to agendas, minutes, MER, etc for General Board Meeting and Executive Committee Meeting prior to start of meeting. Work with Webmaster to get handouts posted prior to meeting if possible. All handouts must be given to the Secretary at least 72 hours prior to the meeting in which they will be reviewed. Bring required documents to every Board Meeting including sign in sheets, stakeholder comment cards, Bylaws, etc.
  - Send to webmaster at least 72 hours prior to meeting if possible. The webmaster will do the actual posting. (Current webmaster: Wendy Moore at Moore Business Results [wmoore@moorebusinessresults.com](mailto:wmoore@moorebusinessresults.com). New webmaster: Kristina at The Mailroom [ksmith-mailroom@mail.com](mailto:ksmith-mailroom@mail.com))
  - Include Board Members in email to webmaster so they have access prior to the meeting.
- Serve as point person for the submission and recording of the Board monthly activities.
- Maintain a record of all proceedings, correspondence and documents, track General Board Meeting and Executive Board Meeting attendance, and keep complete and accurate archive

of past GBM and Executive Board meetings for the year. Maintain Board Member contact information, Committee Chair and member contact information.

- Maintain 2 binders with all GBM materials: agenda, handouts, BAC's, etc. This allows stakeholders to review doc being discussed during the meeting if there are not enough handouts as well as serve a record for what was reviewed.
- Take roll call at the beginning of each meeting as well as for Board votes during the GBM

**NWNC Treasurer – See Funding Insights. (I can insert R&R if you'd like)**

- Serve as Chair of the Budget and Finance Committee.
- Prepare annual NWNC budget, working with Budget & Finance Committee, Board Members and Committee Chairs, for review and approval at the NWNC General Board Meeting prior to the fiscal year end. Based on approval, submit the approved budget to DONE for uploading in the system.
- Prepare NWNC financial statements including budget-to-date vs plan report monthly and present at every regular NWNC General Board Meeting and make copies available to members of the Board and public (MER). File NWNC monthly financial statements with (DONE) LA City Clerk Neighborhood Council Funding Division, as required. Complete and file BAC forms for funding approval.
- Coordinate review of NWNC finances and books of account with DONE and L.A. City Clerk's Neighborhood Council Funding Division and respond in a timely manner to all public requests for the review of NWNC finances and books of account.

**Addendum B: Motion Form**

<https://docs.google.com/document/d/1jp1SZC2cLAZOblpLxIoD2ja7V84H4L0vVEqAeDu3QJU/edit?ts=5ef24a42#heading=h.gjdgxs>



## Motion for Board Consideration

*Rana Sharif  
President  
Abby Buttes  
Vice President, Administration*

*Kelly Sooter  
Vice President, Outreach &  
Communications*

*Joel Lowell  
Treasurer*

*Yi Ding  
Secretary*

*Pam Bojin*

*Kathleen Edwards*

*BMI Fox*

*Jennifer Krowner*

*Gail Lopez*

*Peter Losky*

*Josue Toscano*

*Glen Wilson*

### NWNC Board Meeting <MONTH> <DAY>, <YEAR>

**Motion:** Write the specific text of your motion here

**Proposed by:** Write Your Name Here

**Description:** This is where you describe the background of the proposed motion... why it is needed... how it came about... Basically, use this space to explain why you are bringing the motion to a vote and why we should vote for it.

**Benefits to PR:** Write a sentence or two identifying the benefits of approving this motion to Porter Ranch

Is this a Time-Sensitive Motion (Yes/No)?    X

If the answer is "Yes", please explain: XXX

**Addendum C: NWNC List of Potential Meeting Room List**

| Room  | Contact Info   | Location   | Notes   |
|---|--|--|---|
| <b>Northridge Christian Church Auditorium</b> | Ric<br>(818)298-0392<br>ric@nccworship.com   | 18901<br>Chatsworth St.<br>Northridge,<br>91326      | Large auditorium holds approximately 100<br><b>They are willing to support the monthly GBM and a sporadic meeting; not monthly Committee meetings.</b>  |
| <b>Northridge Park Arts &amp; Crafts Room</b> | Dwayne Finley<br>(818)349-7341<br>dwayne.finley@lacity.org   | 18300<br>Lemmarsh St<br>Northridge,                  | Meeting room fits approx. 10-15<br><b>Need to reserve via email (<a href="mailto:Dwayne.finley@lacity.org">Dwayne.finley@lacity.org</a>) or complete a room reservation form. (post to website?)</b>  |
| <b>Coffee Bean &amp; Tea Leaf</b>             |  | Devonshire &<br>Reseda<br>Next to LA<br>Fitness      | No formal room. Good for small groups.<br>Group tables  |
| <b>Starbucks</b>                              |  | Devonshire &<br>Reseda<br>Next to Galleria<br>Market | No formal room. Good for small groups.<br>Group tables  |
|   |  | In the mall  | Very small  |
|   |  | Tampa &<br>Nordhoff<br>Corner – outside<br>mall      | No formal room. Good for small groups.<br>Group tables.   |
|   |  | Plummer &<br>Corbin<br>By Western<br>Bagel           | No formal room. Good for small groups.<br>Group tables  |
| <b>Northridge Toyota NEW</b>                  | Juan Martinez, Sales Mgr<br>(818) 739-0873 cell or<br>(818) 734-5600 front desk<br>juanmartinez@nortoy.com | 19550<br>Nordhoff St<br>Northridge,<br>91324         | Sales Conference Room. Accommodates up to 25. 2 <sup>nd</sup> floor w/ elevator access. <b>NEED to reserve in advance. Need to establish process (form / email). They have asked to limit the number of meetings at their site.</b>                     |
| The Grove Room at the Village Northridge      | <b>Tristan Garcia</b><br><b>TRISTAN.Garcia@srg-llc.com</b>   | 9222 Corbin<br>Northridge<br>91324<br>(818)963-7404  | <b>Requires 96-hour notice (4 days). Must submit agenda to them for posting as well (72 hours prior) + est # of attendees. This is a TEST.</b>  |
| <b>Schools</b>                                |  |  | 1. Get approval of the dates and times we need from the Principal<br>2) Have the Principal sign pg. 3 (form, herewith)<br>3) Send completed form, including our insurance verification, to the LAUSD, Permit Office.<br>The process may take 2-3 weeks. |
| Nobel Middle School                           |  |  |   |
| Callahan Elementary                           | Michelle Wells, Principal  |  | Auditorium, library, classrooms. \$25 / hr.<br><b>They have indicated they are supportive of holding our meetings.</b>  |
| Topeka  |  |  |   |
| Northridge Mall                               |  |  | Small conf room fits less than 15<br><b>(Need to check it out)</b>  |

|                                 |  |  |  |
|---------------------------------|--|--|--|
| Red Robin                       |  |  | No meeting room.   |
| Dave & Buster's                 |  |  |  |
| Claim Jumper                    |  |  | Enclosed outdoor patio   |
| CPK                             |  |  | Do not have a private room / patio. Minimum charge \$200 toward food |
| Pacific Theater Northridge Mall |  |  | No meeting room facility   |
| <i>Northridge Little League</i> |  |  | <i>Need to investigate</i>   |

## Addendum D: DRAFT

### NPG Process

- NPGs must be submitted to the President who will, upon initial review, determine the appropriate Committee for further review of the NPG or place the NPG for review at the next Executive Committee Meeting.
- In the event that it is sent to Committee(s) for review, the Committee is responsible for properly vetting the NPG. This process will include the following considerations:

Application Process: The following is required from all organizations seeking an NPG

- NPG Application completed and signed
- Non-profits 501(C3) must submit an IRS Letter of Determination
- Public Schools must submit a letter on official school letterhead, signed by school Principal
  - The NPG form is properly filled out.
  - The budget is realistic and supported with documentation. \*
    - Itemized breakdown of the budget (line item detail)
    - Itemized revenues that may be generated from the event: sponsorships, booth fees, entrance fees, etc
    - Percentage of funding toward administrative costs
    - Funds being requested from other sources including Neighborhood Councils
  - The organization is capable of completing the project\*
    - Qualifications of Organization / NPG requestor
    - Historical information / references to support they can complete the work
  - The project is supported by the community\*
    - What specific benefit will NWNC stakeholders receive?
    - Will our donation go directly to serve stakeholders in our boundaries?
  - The number of stakeholders that will benefit from the project is meaningful\*
  - The work plan is specific, detailed and feasible
    - Detailed Timeline for work to be completed.
    - Knowledge of working with LA City to secure the support / permits required
    - How many individuals or volunteers will be needed to execute the activity? Have these people been identified already?
  - The project is within the scope, mission, and jurisdiction of the NWNC
  - If sponsorship is provided, NWNC will have input on how NWNC will be included in materials as well as provide approved creative (i.e. logos) and copy. NWNC will have final approval of materials prior to printing / publication. (*VP, Outreach & Communications approves all artwork / copy. President is back up if VP not available.*)
  - Inform the applicant that an *NPG Project Completion Form* must be submitted.
    - Share the outcome of the event / project to help future NPG decisions
    - This is required by NWNC, and if the applicant does not provide the completion form after 60 days of the event, they will be unable to request future funds from NWNC for a two-year period.

- The Executive Committee or Committee Chair will agendize the NPG recommendation for review and consideration at the next General Board Meeting for review and approval.
  - The NPG must be submitted as a motion to include the amount being requested, the organization's name, a brief description of what the money will be used for as well as the following language: "A Project Completion Form must be submitted by the applicant no later than 60 days after the event, activity or project is completed. In the event the applicant does not provide a Project Completing Form, the applicant will be unable to apply for NPG funding from NWNC for a two-year period."
  - The NPG requestor **must** attend the GBM to present the NPG and answer questions from Board Members and stakeholders.
- The Committee Chair is responsible for communication and follow up with the NPG contact, other Committees including the Outreach & Communication Committee, and ensure a *Project Completion Report Form* is submitted from the NPG applicant (this form is included in the Neighborhood Purposes Grant - NC Information Packet located on the LA City Clerk's website: <https://clerk.lacity.org/sites/g/files/wph606/f/NPG%20NC%20Information%20Packet%2002-2018.pdf>.)
- The Committee Chair will provide the *Project Completion Report Form*, as well as any other observations or documentation to the Board after the completion of the project.
- Potential questions for Committee's to ask of the NPG applicant in addition to above:
  - 1). What percentage of the grant will benefit stakeholders directly, vs. 501(c)3 administrative costs?
  - 2). How many of our stakeholders will the grant serve? (Limited/unlimited)
  - 3). What are some of the other/past benefactors that have received your services? (This might help in determining the value by checking with those organizations/causes.)
  - 4). How long have you been a 501(c)3?
  - 5). Who is responsible for implementing the proposed project and overseeing/assuring the results promised/offered?
  - 6). Will you be able to provide progress reports on the project?
  - 7). Do you rely on volunteers for implementing the project? If so, how many volunteers are needed to complete the project? Or, will your organization's staff be solely responsible for executing the service/project?
  - 8). What is the number of paid staff in your organization?
  - 9). Would you be willing to submit a copy of your most recent 990/501(c)3 tax filing?

**Addendum E**

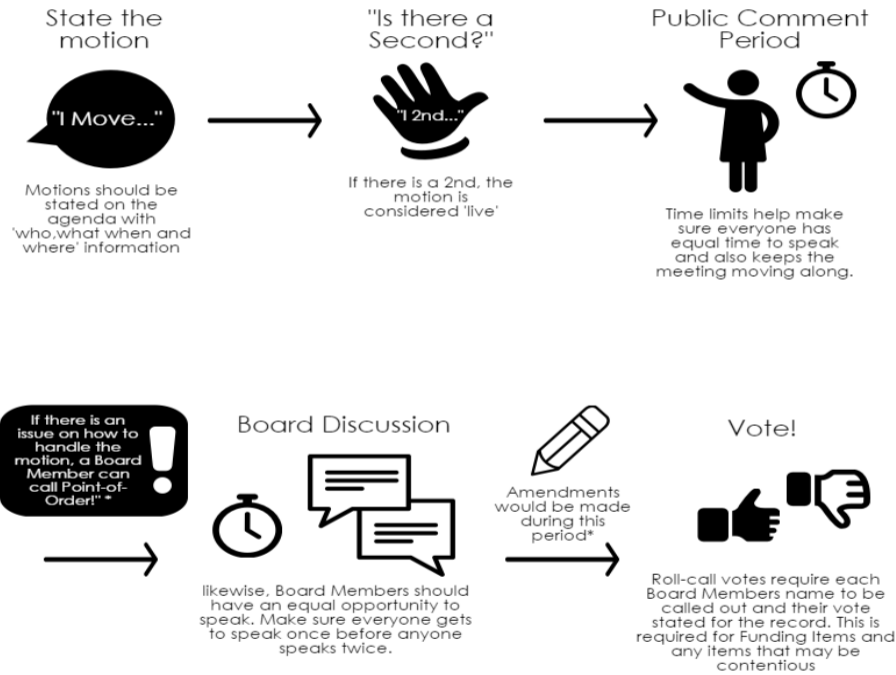
**NWNC Storage Unit Inventory June, 2020**  
Golden Storage

| <b>Item</b>              | <b>Description</b>                                       | <b>Quantity</b> |
|--------------------------|--|-----------------|
| <b>Premiums</b>          |  |                 |
| Stylus Pens              | New  | 100             |
| Water Bottles            | New  | 200             |
| Sunscreen                | New  | 100             |
| Reusable Tote            | New  | 100             |
| Flashlight               | New  | 100             |
| First Aid Kit            | New  | 100             |
| Hand Sanitizer           | New  | 250             |
| Light Sticks             | New  | 100             |
| Polo Shirts              | New  | 15              |
| <b>Outdoor Equipment</b> |  |                 |
| Push Brooms              |  | 8               |
| Rakes                    |  | 5               |
| Metal Rakes              |  | 3               |
| Large Shovel             |  | 2               |
| Flat Shovel              |  | 4               |
| Spade Shovel             |  | 2               |
| Dust Pan                 |  | 1               |
| Tree Trimmer             | One had clipper; the second                              | 2               |
| Large Clippers           |  | 15              |
| Small Shears             |  | 5               |
| Scissors                 |  | 2               |
| Equipment Supplies       | Oil (8), misc chains for equipment (chain saw?)          | 1 Crate         |
| Gardening Supplies       | Tree protector wrap, pot holder movers                   | 1 Crate         |
| Large Cones              |  | 10              |
| Gas Blower               |  | 1               |
| <b>Preparedness</b>      |  |                 |
| Protective Masks         | <b>Given to Northridge Hospital for COVID</b>            | 3 boxes         |
| Disposable Mask          | 3ply : 1 case = 50                                       | 2 cases         |
| Gloves                   | Misc gloves in box with safety vests; 1 box latex gloves | misc            |
| Cotton Gloves            |  | 2 boxes         |
| Safety Vests             |  | 1 box           |
| Safety Glasses           |  | Approx. 6-8     |
| <b>Other</b>             |  |                 |
| Ham Radio                | <i>Need to salvage with LA City</i>                      | 1               |

|                       |   |             |
|-----------------------|---|-------------|
| Computer Hard Drive   | <i>Need to salvage with LA City</i>           | 1           |
| Yellow stepping stool |   | 1           |
| NWNC Binders          | Misc. Need to review for specifics            |             |
| NWNC Files            | 2011 - 2015                                   |             |
| Empty Binders         | 1" binder + tabs                              | 20          |
| Equipment Manuals     | Misc 2005 - 2016                              |             |
| File Cabinets         | (3) tall 4-drawer cabinets; (1) 2-drawer wide |             |
| Styrofoam Cups        |   | 1 lg box    |
| NWNC Signs            | We Are NWNC; Contact                          | 2;2         |
| PVC to hold signs     |   | 1 large box |

# The Anatomy of a Motion

Looking at how a motion is done can be somewhat daunting, but here are the basics:



## Addendum F: The Anatomy of a Motion

emailed by Jose Galdamez, May 26<sup>th</sup> How To Run A Meeting Resources

## Addendum G:

### NWNC Key Contacts and Vendor List – May 2020 **DRAFT**

- **Webmaster Webmaster:**
  - **Kristina Smith @ The Mailroom (starting July, 2020)**  
[Ksmith-mailroom@mail.com](mailto:Ksmith-mailroom@mail.com) 310-514-1797 10am-5pm; 310-918-8650 cell
  - **Wendy Moore@ Moore Business Results (pre July, 2020)**  
[www.MooreBusinessResults.com](http://www.MooreBusinessResults.com) 818-252-9399
- **Meeting Minutes**
  - **Apple One: Frances Pollock**  
[francespollock@yahoo.com](mailto:francespollock@yahoo.com) 818.427.5361
- **Mailbox (tbd)**
- **Public Storage Unit**
  - **Golden State Storage**, 18832 Rayen St., Northridge, CA 01324 Unit E91 & E92  
(818) 671-0949
- **Northridge Rec & Park (access to Arts & Craft room)**
  - Dwayne Finley [Dwayne.finley@lacity.org](mailto:Dwayne.finley@lacity.org)  
18300 Lemarsh St. Northridge 91324.  
(818) 349-7341
- **311**
  - Contact to report graffiti, big item pick up, overgrown open lots, etc.
- **West Valley Neighborhood Alliance**
  - Tom Booth – WVNAH Founding Member; [thomas.boothwhnc@gmail.com](mailto:thomas.boothwhnc@gmail.com)
- **Hope of the Valley Rescue Mission**
  - Ken Craft - CEO. [www.hopeofthevalley.org](http://www.hopeofthevalley.org)  
818.392.0020 805.279.3055 cell
- **San Fernando Valley Rescue Mission**
  - **Monica Loyd, Donor Care Specialist**, [mloyd@erescuemission.org](mailto:mloyd@erescuemission.org)  
8756 Canby Ave., Northridge, CA 91325  
p. 818.474.1287

- **So Cal Gas**
  - David Meza – public Affairs manager
    - Lisa Paillet Outreach Project Manager 213.440.8799 lpaillet@socalgas.com
  
- **LADWP**
  - Stephanie Gomez, Outreach Coordinator, [Sgomez@onegeneration.org](mailto:Sgomez@onegeneration.org)
  
- **Business Cards**
  - **Vista Print** (online). [Vistaprint.com](http://Vistaprint.com)  
Account:1757-1673-0651 (Kelly Sooter)  
Link to business card design / order  
<https://www.vistaprint.com/vp/welcomeback.aspx?xnid=1&rd=1>
  
- **Name Badges**
  - **Badge Busters** 21400 Ventura Blvd. Unit A - Woodland Hills, CA 91364  
[badgebusters@gmail.com](mailto:badgebusters@gmail.com) Attn: Dauna
  
- **Polo Shirts**
  - BVI Apparel USA printing & embroidery  
Savi 805 522 9071; [bviembroidery@aol.com](mailto:bviembroidery@aol.com)  
2513 Tapo St # 1, Simi Valley, CA 93063
  
- **Premiums**
  - **Amazon** Sellers: varied sellers including Logoed Promos; Closeout Promo. Reusable bags, sunscreen, pens, water bottles, etc
  - **Deluxe:** deluxe.com; first aid kits, hand sanitizer
  - **FirstAidProduct.com:** light sticks, 3ply face masks
  
- **Office Supplies**
  - **Office Depot** 19611 Parthenia St. Northridge, CA 91324 NWNC (EmpowerLA) has a significant discount on office supplies and copies when you use the LA City credit card
  
- **Banners**
  - **Hightech Signs & Banners**, Joy Ashnault, Email: [hightechsign@sbcglobal.net](mailto:hightechsign@sbcglobal.net)  
9013 DeSoto Ave., Chatsworth  
Phone: 818-341-3227