

May 28 Executive Committee Meeting Minutes

VIRTUAL MEETING

Zoom ID: 943 4058 8273

Zoom Web Link: <https://zoom.us/j/94340588273>

By Telephone: Dial 669-900-9128 and enter 943 4058 8273 followed by the '#' symbol

I. Meeting call to order

- Meeting was called to order at 7:32PM
- Present: Abigail Bailes, Yi Ding, Kathleen Edwards, Jennifer Krowne, Gail Lapaz, Peter Lasky, Joel Lowell, Kelly Sooter, Rana Sharif, Glen Wilson

II. Comments by stakeholders on non-agenda items

III. Presidential Comments

IV. Discussion and recommendations regarding **non-business items** for consideration for the **June General Board Meeting:**

A. Discussion and review of **Executive Committee Roles and Responsibilities**

- The President encouraged everyone to look at [NWNC Executive Officer R&R](#)

B. Discussion and review **NWNC Reference Handbook**

- Kelly and Rana drafted a 15-page NWNC Reference Handbook to provide guidelines on different standing rules, LA City funding, key contact, NPG, meeting agenda templates, and etc. and are opening it up for feedback (forward comments on what's missing; need contact information including YMCA, West Valley Neighborhood Alliance, Hope of the Valley, San Fernando Valley Rescue Mission, 311, etc.)
- Gail asked a question about the expiration date for training and Rana shared the [NWNC EmpowerLA website](#). (It is also located in the Reference Handbook under Training.)
- Joel asked about updating the date information and Rana confirmed she would check with Jose.
- Moving forward Abby will notify board members of upcoming expiration dates.

C. Discussion and recommendation for COVID-19 Support

1. Small Business Directory Project: Reach out to small businesses about modified hours and synthesize and post the information on NWNC website and social media
 - Kelly reached out to the Chamber of Commerce but hasn't heard back
 - Kathleen asked if a Business Neighborhood Watch could be created
 - Andrew suggested collaborating with NENC to order food and deliver to Fire Station and Devonshire Police Station to
 - It was suggested to change the name to Local Business Directory Project 7:58

D. Discussion and update regarding the **Utility Box Project**.

- Contracts and funding has completed, and the project is moving into execution mode. We agreed to modify the theme from Community to Connection: connection to each other, to our neighbors, to our community and to those people who work and serve during this time of COVID. Ideally we can use this effort to memorialize and honor first-respondents, essential workers, volunteers who made hundreds of masks to donate, and celebrate the connection between teachers and students, and among family and neighbors who connected with each other to ensure their physical and mental well-being. The goal would be to have a couple of the utility boxes dedicated to recognizing this historical moment, while others would celebrate the connection Northridge has with its community and the beautiful surrounding trails, hillsides, and neighborhoods that make Northridge a wonderful place to live.
- Gail suggested to use the fabric from the masks as a design element to reflect these ideas and Kelly commented that she would suggest that to 11:11. She also said that the Call to Artists is being put together, and once it's ready, will be sent via 11:11 artist community as well as publicized on social media. NWNC can send it out on our social media platforms as well as work with the Education Committee to get local schools involved.
- Rana asked how involved NWNC would be for the selection of artists and artwork. Kelly said that 11:11 would curate the selection for NWNC to review and approve. We can reach out to the community to get their input, but we will not have multiple rounds of changes / input.

- Kathleen asked if there would be community input for the boxes and Kelly said that we could get stakeholder input but didn't know that we would hold an actual vote; Rana suggested inviting the artists to present at future meetings to get feedback from the community.
 - Andrew suggested posting a poll on social media instead of asking artists to present. Peter seconded Kathleen and Andrew's idea and commented the Webmaster could do it.
- E. Discussion and update regarding Porto's Department of City Planning Application (**ZA-2019-5427-CU-ZV-WDI**) Hearing (possible action item)
- It will be approved on May 29. Rana will forward the information. Renovate and expand the autocenter ... Rana has invited a representative to speak at the GBM. She will forward the application to the Board.
 - Jennifer commented the only concern would be about the safety of the location of the bakery due to oil bays and any potential hazardous materials from the Auto business
 - Rana said that Porto's hours of operation are planned for 6:30am - 9:00pm with some evening / overnight cleaning crew and bakers.
- F. Update from **Andrew Krowne**, NWNC liaison to the Aliso Canyon Disaster Health Study, **Community Advisory Group (CAG)**.
- Andrew proposed to add [the Aliso Canyon Disaster Health Study](#) to the NWNC website. He has asked that the Board consider putting on the home page with a link to the study. Rana said that we can also include meeting dates in our Events Calendar.
 - The Town Hall has been rescheduled as Virtual Town Hall June 27 and encourage NW residents to attend.
 - Peter asked about the incident at Aliso Canyon and Andrew said no comments were made about the odor incident and the investigation is still ongoing; many conflicting reports but no definitive words so far; South Coast Air Quality Management District is doing the investigation; Andrew is pushing hard for the Department of Public Health to take a more authoritative role.

G. Update regarding the **Tampa Median** project and recent feedback from City Clerk's office.

- Peter briefed (reminded) everyone about the letter/email sent by the Executive Committee and Officers to Assistant City Attorney Elise Rudin, Marvin Canas Los City Clerk Neighborhood Council Funding Division, and Raquel Beltran General Manager of the Department of Neighborhood Empowerment requesting their assistance in working with Northridge Beautification Foundation to fulfill the terms of NPG's received in 2018 and 2019 for cleaning, and maintaining major thoroughfares within NWNC boundaries and maintaining and installing additional topiaries on the Tampa Medians. There were a number of follow up emails / discussions with Melvin as well as a long conversation with someone from Auditing.
- Rana reached out to DONE (Jose) and the City Clerk (Melvin) to get a final decision in writing that can be shared with our stakeholders at the next GBM. She also commented on the need to change the NPG application process to allow NWNC to follow up with grantees.
- Kathleen commented it is important to have the minutes to represent what was discussed and promised and to have stakeholders be present at meetings to answer questions.
- Rana commented that what's in NPG determines the agreement and encouraged board members to preview documents and come to meetings with questions.
- Kathleen asked about who would be responsible for reminding the grantees to submit the completion form, and Kelly said she would send out a one-page about the proposed process of NPG and recommended the Committee Chair will be the contact person for different steps

V. Discussion and recommendations regarding **business items** for consideration for at the **June General Board Meeting**:

A. Review and approval of **Committee Assignments**.

- Rana reviewed assignments with the group and said there are 3 vacancies: Chair of Bylaws, Standing, Grievance and Board Members for Election Committee and

Homelessness Committee. Any interested board members should reach out to Rana.
This will be voted on at the June GBM.

- B. Discussion and motion to approve **Gail Lapaz** as NWNC liaison for [the West Valley Neighborhood Alliance on Homelessness](#)
- C. Discussion and motion to approve **Kelly Sooter** as NWNC liaison for [Northridge Vision](#).
- D. Discussion and recommendation for a liaison for the [Valley Alliance of Neighborhood Councils](#) (VANC).
 - Need a liaison to alternate with Glen
- E. Discussion and motion to approve **Peter Lasky** as first Budget Representative.
- F. Discussion and recommendation for second Budget Representative.
- G. Discussion and motion to approve **Rana Sharif** as second signer and **Joel Lowell** as first signer.
- H. Discussion and motion to approve **Joel Lowell** as first cardholder and **Kelly Sooter** as second cardholder.
- I. Discussion and motion to approve new mailbox assignment to **Mail and Ship Hub** (18017 Chatsworth St, Granada Hills, CA 91344) due to closure of current mailbox as of May 23, 2020.
 - Rana to follow up with Jose to confirm we can use a mailbox outside the NWNC boundary
 - Glen to send written contract with cost and timing to Rana for Mail and Ship Hub. This needs to be voted on at the next GBM.
- J. Discussion and approval of the **2019-2020 Budget**.
 - Kelly reviewed the 2019-2020 Budget. Highlights include: Projected total year spend \$33,480. Variance to Budget: \$11,300 with a potential additional \$1,390. Confirmed that we can rollover \$10,000. This leaves a potential \$2,690 available for spending before the fiscal year end. Kelly asked for suggestions as to what we want to do with the remaining funds because it would need to be put on the June GMB agenda.
 - Rana proposed to purchase door hangers as an outreach tool and we would need to approve June 9 to spend the unencumbered money.

- Andrew said that the motion can be written to allow for flexibility which would get the approval on the books.

K. Discussion and approval of the **2020-2021 Budget**.

- Kelly reviewed a draft budget allocating actual % spend against the various categories with funds carved off for Elections: General Office 35%, Outreach 18%, Elections 10%, CIP 15% and NPG's 22%. This information is intended to give the board visibility to what the spending might look like since we have not been given a final budget by LA City, which is expected to be less than last year's budget. (Current estimate is \$32k which is what the model was run off of.)
- Kelly reminded everyone that the Budget Package needs to be submitted sometime in June (July?). She will forward the email from the City Clerk to Rana, Joel and Glen.

L. Discussion and motion to approve a funding expenditure **\$1000** to **San Fernando Valley Rescue Mission** (501c3) towards the organization's ongoing food bank, pop-up food pantry efforts, and incidentals. This would come out of Outreach expenses.

M. Discussion and motion to approve **Standing Rules**.

N. Discussion and motion to approve a funding expenditure of **\$240 per month** for **The Mailroom** as NWNC's Webmaster effective July 1, 2020.

O. Discussion and motion to approve the May 12, 2020 **GBM Minutes**.

P. Discussion and motion to approve the **May 2020 Monthly Expense Report** (pending posting).

VI. Additional recommendations regarding the **June General Board Meeting**.

- Strider Education Foundation NPG discussion (question about feasibility, breakdown of budget, connection to the community and LAUSD during COVID-19); could be an Education Committee item; Rana to reach out to Wayne Lilly to let him know it will go to Committee for review before GBM vote at a later date.
- Gail nominated Glen Wilson to be the Senior of the Year
- Jennifer suggested purchasing hand sanitizer with NWNC logo for the Disaster Preparedness Fair.
- Outreach opportunities to honor community members by inviting the Senior of the Year

- Andrew proposed the language to be used for a motion to request LA County and the City of LA to obtain from So Cal Gas the list of chemicals emitted from the Aliso Canyon Gas Storage Facility during the SS-25 blowout

“Motion to respectfully request Los Angeles County and the City of Los Angeles use any and all methods at their disposal, to obtain from So Cal Gas, the full list of chemicals, emitted from the Aliso Canyon Gas Storage Facility during the SS-25 blowout, ongoing operation and from subsequent leaks. NWNC believes this information is critical in ensuring that the Los Angeles County Department of Public Health Aliso Canyon Health Study is comprehensive and science-based and that our stakeholders have every chance to learn what health issues they may be faced with in the future as a result of this historic disaster.”

- Rana asked that it include language that requires the information be made available for viewing in addition to “obtain”. Andrew will revise and send the language

VII. Recommendations by board members on non-agenda items.

- Rana is looking into comments being made about Board Members on social media. She takes this very seriously and will address it head on. This is not the way we should interact as a board and saying disparaging things about others is not acceptable. Rana will look into comments, and if there are any issues and / or Brown Act violations, address them.

VIII. Adjournment

- Meeting was adjourned at 9:57PM