

Northridge West Neighborhood Council

Executive Committee and Joint Whole Board Meeting

Tuesday, Jan 5, 2021 @ 7:00 PM

1. 7:01pm meeting called to order
 - a. 11 attendees
 - i. Board members: Abby Bailes, Peter Lasky, Joel Lowell, Gail Lapaz, Glen Wilson, Kathleen Edwards, Yi Ding
 - ii. Stakeholders: Javier Reyes, Mikkie Loi, Mihran Kalaydjian, Randy Sanchez
2. General public comments on non-Agenda items.
3. Discussion, nominations, and possible motions for open NWNC Executive Officer Secretary position.
 - a. Abby shared that nobody has indicated an interest in the position so the ECM members might need to take turns to take notes
4. Discussion and possible motions for NWNC Committee vacancies
 - a. Recommendation from Ed. Comm. to add Gail Lapaz and Kelly Sooter as Stakeholder members
 - b. Recommendation for Chair of Beautification Committee
 - i. Kathleen and Peter both said they would communicate with Abby offline about this

- c. Other possible appointments/changes TBD by President and approved by the Whole Board
 - i. Abby asked Ding if she had made up her mind about stepping down from the Government Affairs Committee and Ding said she wanted to focus on Election Outreach this year but would need to communicate with Abby offline to confirm this.
- 5. Discussion and possible motion to create a CIS to oppose the budget recommendations from LA City that cut essential services including LAPD Devonshire Division CF 20.0600.S84.
 - a. Abby said she would like to send it to the Government Affairs Committee to handle this. Kathleen agreed that commented that there was a very long document (77 pages) and needed to further break it down to better understand it.
- 6. Update on Elections and outreach for elections, possible motion to fund outreach. Possible motion - NWNC Election Committee to send postcard mailers with funding from Election or/and Outreach committees. up to \$4,000. And discussion of using Encumbrance funds by using C & M Printing with printing material, Postage & Mailing for Outreach of \$2,282.50 and C & M printing with Printed Material of \$1,144.50 from Outreach.
 - a. Ding showed a few design drafts of the postcards and updated that C & M Printing could mail & deliver all postcards within a week. The board gave many comments on the design and election outreach in general: Abby suggested design another one for the voting period and Kathleen agreed; Kathleen does not like the signs but Peter like the “be the change” sign; Joel asked if the number of seats is

on the card and Ding said it's on the back; Abby suggested adding a direct link to the candidate filing URL and Ding agreed it would be a great idea; Randy suggested highlighting the "You" on the back; Kathleen suggested more clarification on the candidate requirement, Joel responded that one does not need to live here, and Ding said she would double check the details per Kathleen's suggestion. After showing more options and receiving more feedback, Ding agreed to create a few alternatives before the next GBM for board members to vote and check with C & M Printing about the quote for all households

- b. Abby asked Joel to come up with the wording of the motion to use at the GBM and agreed that Ding could start with the social media posts since the candidate filing deadline is Feb. 9. Glen asked for a Korean version of the candidate brochure and Ding said she would follow up.
 - c. Abby asked if we know the number of households in the area and Ding gave a reference on the website from 2019. Joel, Glen, and Ding discussed if the quote should/have already covered all households. Ding asked if we wanted to increase the budget to include all households, Kathleen agreed, and Abby suggested to find out about the revised budget. Ding agreed to follow up.
 - d. Peter pointed out the incorrect address on the invoice. Glen said we should change that and Ding agree to include this in the follow-up email. Peter also suggested more edits to the wording on the back of the postcard and Ding agreed to make more changes before the next GBM.
7. Update and next steps for distribution of the maintenance flyer. We need someone to lead this project forward.

- a. Peter asked for the flyer since he could not open the Canva link shared by Ding. Ding said she would send Peter two formats of the flyer. Peter also asked for the quantity we needed. He is still communicating with a company about the quote and Abby suggested he find out about the quantity from the company. Peter commented that the brochures are for targeted audience who have backyards that might have problematic shrubberies and etc. Kathleen and Abby suggested we also put it on social media and Ding agreed.
8. Update on BONC Social Media policy for NC Board members.
 - a. Kathleen said she would send more updates to Abby and Abby thanked her.
9. Discussion of possible Retreat via Zoom in February for new Executive Committee, new Board members and whole Board, updates and to provide training and information to new Board Members. Additional Retreat via Zoom and/or in person TBD after April 2021.
 - a. Abby said she did not feel prepared for the Feb retreat and would prefer to do it in April. Joel agreed that we should wait until we have a full board. Abby thanked him.
10. Discussion of speakers and topics for future GBMs.
 - a. Abby and Joel suggested the board invite speakers when meetings are not too lengthy.
11. Discussion about how to move Tampa Topiary project forward in 2021.
 - a. Abby suggested that we wait for the next Beautification Committee Chair to handle this and Peter concurred.

- b. Ding suggested the board commit to provide a date of when we could provide an official explanation and said that this had been a long-time issue and we owed our stakeholders the clarification and action.
- c. Abby suggested we focus on the next steps and Ding asked if we could discuss the next steps as a board at GBM. Kathleen said the Beautification Committee could discuss it even without a Chair and Abby said she would need recommendations from the Committee. Randy said there were very few people on the Beautification Committee and agreed with Ding that it would be helpful for the board to know more background of different options.
- d. Abby asked Randy to send the email again with more information. Randy said he sent it to the board email, wanted the board to address and acknowledge the issue, and would send it again to Abby. Abby thanked him.
- e. Joel suggested a special meeting and Abby said she would consider it.
- f. Peter commented that there had been no progress with the Don Larson conversation with the City attorney but he is communicating with the City to follow up.

12. Discussion of NWNC certificate of recognition to honor local community members who have served and benefited our neighborhood and neighbors. Possible motion to fund purchase of certificates, holders and distribution.

- a. Abby explained the background behind the idea which was generated from the Education Committee. She also shared that some community members such as those made masks have been honored by John Lee's Office. This will go to the GBM and the board does not need to do the recognition monthly. Ding shared

more information about the project and said we could discuss more judging criteria in the future.

- b. Joel asked if we could just send names to John Lee's Office and Abby commented that we wanted to make it very local. Joel also asked if there is any technical difficulties in this. Kathleen asked if there would be templates in Canva and Ding said the templates might be too cartoonish and she would like to ask the City for more formal ones. Ding also asked people to send her more thoughts in terms of the criteria. Peter said NWNC had done it before and while Joel is right that we could not award people monetary prizes, the certificates won't be an issue.
13. Review and discussion of the rules for changes to the minutes, what are guidelines, standing rules, best practices?
- a. Abby made the motion to approve the Oct. ECM minutes, Ding seconded. Abby, Joel, and Ding voted yes, and Peter abstained. Motion passed to post the Oct. ECM minutes.
 - b. For Dec. ECM minutes, Abby would like to send a few suggestions and Ding said she would send out the revised version.
 - c. Kathleen suggested that per best practices from BONC, minutes suggestions should be discussed at meetings instead of privately communicated via email. Abby asked the board for feedback. Mikkie shared that GHNNC usually review minutes like what BONC does. It does take more time and requires all board members to be prepared. Peter commented on the risk of having lengthy meetings and this has never been an issue before so the board might want to consider alternatives to the two options. Kathleen said we could reach out to DONE for

suggestions but she wanted to suggest the BONC approach which is transparent to board members and stakeholders. Abby said she would review our bylaws and rules as well as check with DONE.

- d. Mihran suggested the Secretary sent out minutes to all board members for edits feedback which is the practice from Porter Ranch NC instructed by EmpowerLA. Abby said unfortunately this has been what have been doing but caused some problems. Gail commented that usually nobody reviewed the minutes before meetings and that sitting in meetings to read the minutes is ridiculous. Abby agreed that we would not ask people to read it during the meetings.

14. Discussion and recommendations for 2 board members to attend the monthly 2nd Wednesday @ 2-3 pm Northridge Vision Liaison meeting.

- a. Jennifer and Kathleen volunteered to go the last one and Abby is hoping that two board members could go consistently. Abby asked if Kathleen would be willing to do it and Kathleen said she would need to confirm later. Peter proposed Glen Wilson to be another board member attending the meeting and Glen agreed.

15. Committee and Liaison Updates

- a. Javier Reyes from the Office of State Assemblywoman Suzette Valladares greeted the board and said he would send a follow-up email to the board. He also offered to send concise updates and provide certificates if need be.

16. Adjournment

- a. 8:20PM