

**Northridge West Neighborhood Council
Special Board Meeting
Wednesday, August 12th, 2026
at 6:30 PM**

I. CALL TO ORDER: at 6:35 p.m. by Janis Kraft, president of NWNC.

Roll Call: Quota reached with (7) board members: Janis Kraft, Kathleen Edwards, Nathan Lichtman, Sam Dulys, Nicolas Haddad, Krystal Sims, and Jeff Diamond. Absent: Kevin Hertzberg. Nicolas stated that due to his ethics training expiring in July, he was not able to vote on financial items.

II. NEW BUSINESS

- a) **Approval of Vacant Board Seats:** Motion to discuss and possible approve any applications submitted for vacant board seats, including Jacob Diamond's application. Vacant seats include 3 At-Large Representatives expiring 2027, 1 At-Large Representative expiring 2029, 1 Community Interest Stakeholder Representative expiring 2029. **Tabled until the next meeting as Jacob was not present.**
- b) **Approval of Executive Committee Members:** Motion to discuss and vote to re-elect President Janis Kraft, VP of Admin Kathleen Edwards, VP of Outreach Nathan Lichtman and Treasurer Sam Dulys, and vote to elect Secretary, all for 2026-2027. **Tabled to the next meeting.**
- c) **2nd Bank Card Holder: (Kraft/Lichtman) moved approval of Janis Kraft, president, as the 2nd bank card holder for a credit card.** Nathan Lichtman is the 1st card holder.

Motion approved: 6-0-0-1.

Voting Yea: Kraft, Edwards, Lichtman, Dulys, Sims, and Diamond.

Opposed: (0)

Abstaining: (0)

Ineligible: Haddad

- d) **Approval of Administrative Packet to Funding Clerk:** Motion to discuss, review, make any necessary changes and vote on approving the 2026-2027 Financial Officer, annual budget, and Vendor portions of the Administrative Packet to be uploaded to the Funding Clerk portal. The 2026-2027 budget was approved by the Board at the 6/9/2026 GBM. One BAC must also be signed and uploaded to the portal which will cover the entire Admin Packet. **(Kraft/Sims) moved to approve the NWNC 2026 – 2027 Admin Packets which includes signatures of financial officers, the 2026 – 2027 annual budget, and the leases and agreements.**

Motion approved: 6-0-0-1.

Voting Yea: Kraft, Edwards, Lichtman, Dulys, Sims, and Diamond.

Opposed: (0)

Abstaining: (0)

Ineligible: Haddad

- e) **Approval of The Mailroom Web Services: (Kraft/Edwards) moved to approve The Mailroom webmaster services, Scope of Work, for 2026-2027 with the increased price increase from \$250.00 to \$275.** Sheryl Akerblom, the webmaster explained her role with the NWNC website.

Motion approved: 6-0-0-1.

Voting Yea: Kraft, Edwards, Lichtman, Dulys, Sims, and Diamond.

Opposed: (0)
Abstaining: (0)
Ineligible: Haddad

- f) **Approval of Fee for Post Office Box:** (Edwards/Lichtman) moved to approve the annual cost of \$170, due 8/31/26, for the NWNC PO Box.

Motion approved: 6-0-0-1.

Voting Yea: Kraft, Edwards, Lichtman, Dulys, Sims, and Diamond.

Opposed: (0)

Abstaining: (0)

Ineligible: Haddad

- g) **Approval of Election Worksheet:** NC Election information worksheet is due 8/31/26. Janis stated that the NWNC election is Saturday, May 1, 2027.
- A. Polling location preferences (primary and alternate, additional alternates will be accepted) facility name, location and contact. Requirements: availability, ADA compliance, adequate parking.
 - B. Consideration: City clerk will pay up to \$150 facility expense
 - C. Poll Voting hours: 4 to 6 hours (maybe 5) between 9am to 8pm (one hour set-up prior and one hour take-down afterwards is required).
 - D. Translations automatically included are Spanish, Korean and Chinese. NC will contribute for each additional language for the following: Candidate Filing Form, Voter Registration Form and Polling Place Interpreter.
 - E. Motion to recommend NWNC responses above for 2027 NC Election Information Worksheet.

(Kraft/Lichtman) moved to choose as polling locations: 1st choice: Oakridge Estate Park, 2nd choice: Northridge Christian Church, 3rd choice: Nobel Charter Middle School, and 4th choice: Calahan Street Elementary, with voting hours: 12 pm – 4 pm (set up and breakdown: 11am – 5pm).

Motion approved: 7-0-0-1.

Voting Yea: Kraft, Edwards, Haddad, Lichtman, Dulys, Sims, and Diamond.

Opposed: (0)

Abstaining: (0)

III. ADJOURNMENT at 7:38 p.m.

-Minutes by Pat Kramer, AtWork-