

Northridge East Neighborhood Council – Combined Executive & Finance Committees

3-3-14 Meeting Minutes

Elected Executive Board

Steve S. Patel – President ✓

Glenn Bailey – 1st VP, Membership ✓

Roland Faucher – 2nd VP, Outreach ✓

Ankur Patel – Treasurer ✓

YJ Draiman – Secretary ✓

Elected Board Members

Don Dwiggin ✓

Kelly Lord ✓

1. Exchange of greetings, checking-in, sharing of election results (see attached)
2. Steve - meeting called to order at approximately 6:05 pm
3. Ankur - requested that Finance Committee business be addressed first as he needed to leave soon. (Yes)
4. Glenn – [Agenda Setting Meeting Participation : Ex Comm + K Lord, D Dwiggin] If no challenges, new board will be seated on 3/19/14, at the next board meeting ([Agenda Item 1](#)) the election of board officers will take place ([Agenda Item 2](#)) Don will affix a 2nd signature ([Agenda Item 3](#)) new bylaws will be approved ([Agenda Item 4](#)) and there will be a resolution: Senior Dinner Dance ([Agenda Item 5](#))
5. Glenn - Announcement: There will be a mandatory 90-minute training for all board members
6. Steve - Even though Ankur wasn't re-elected perhaps he can serve as Asst. Treasurer to smooth the transition. NENC could pay for his services through AppleOne. (Carol offered referral to A1 contact.) He can stay on and fill Michelle Smith's spot if she elects to resign.
7. Proposed Agenda Items and Finance Committee Vote ([see enumerated agenda item notes, above & below](#))
 - a. Roland shared a mock-up with final sign design (Ankur noted need to vote on payment)
 - i. Steve - no need for this on agenda, just vote and pay. Q called all voted in favor (6-0-0)
 - b. Senior Symposium \$750 (OK to commit \$500; get a rec. table and do outreach)
 - i. Note: 5th year, Hawaiians taking over the event
 - c. Senior Dance – Note bring this to Outreach Committee 1st then bring back to Finance
 - i. To be held at the Northridge Park Gymnasium
 - ii. Kelly will form [Ad Hoc?] Committee to work out the details and bring back to [Finance]
 - d. VANC Mixer \$250 April (\$100?) – Will add to [later?] agenda
 - i. Point of Procedure (POP): Outreach should discuss and decide 1st then take their recommendation to Executive and Finance Committees
 - e. Roland – Devonshire Division needs a new lobby (face lift)
 - i. 1st Devonshire Division should give a presentation to the Safety Committee
 - ii. 2nd the Safety Committee will take their recommendation to the General Board Meeting
 - f. Discussion to clarify process ensued.
 - i. Steve - it's not established [not linear] advocated for simplification and less bureaucracy
 - ii. Kelly - advocated for clear structure with defined steps for greater transparency
 1. Ad Hoc Committee is formed to study a particular issue and propose a solution
 2. Ad Hoc reports to one of the Standing Committees and recommends action
 3. Standing Committee: upon approval, report to E. C., recommend agenda item
 4. E.C. sets agenda items to be brought before General Board for vote of approval
 - g. Steve recommended that the Devonshire Dvsn Presentation be placed on the April Agenda
 - h. Roland needs more help with sign placement project (picking target intersections)
 - i. Would like to get more Board Member involvement
 1. Steve agreed to assign each Board Member to take 5 intersections each
8. Finance
 - a. VANC Co-Sponsorship needs approval (won't be Ankur)
 - b. \$500 needed for Citrus Sunday mailers
9. Agenda Setting Discussion – Reiterate business to be included in the Agenda

- a. 1) Seat New Board 2) Election of Board Officers 3) Don to Affix Second Signature 4) New Bylaws to be Announced and distributed 5) Senior Dinner Dance
 - b. 6) Jan & Feb Minutes – call for approval of \$150 each (total of \$300) payable to AppleOne
 - c. 7) March - June Minutes – call for approval of \$150 each (total of \$600) payable to AppleOne
10. Discussion of how minutes are to be taken, submitted, corrected, approved, and posted on the website
- a. Establish process (Agenda Item?) Steve called for someone to spearhead this project
 - i. Kelly Lord volunteered – recommendation:
 - 1. Draft General Meeting minutes to be ready by Executive Committee meeting
 - a. Discussion: changes/additions/deletions needed
 - b. Executive Committee will read and share with General Board
 - c. Vote of approval may then be taken at next General Board meeting
 - 2. Recap: 1) Minutes go to Ex Comm for Agenda Setting within 1 week (**DRAFT**)
2) Post to Board Members, Post for stakeholders on website marked “*DRAFT*”
3) Secretary sends changes to minute-taker for REVISED copy 4) Submit (re-post to board members 5) Upon board’s final approval – Post “FINAL” on website This will be Don or _____ (another designated party.)
 - 3. Formatting:
 - a. 1) All motions should be **BOLD** font 2) All motions requiring funding should be **BOLD** and **UNDERLINED** 3) Record the count for every vote (i.e. 12 Yes / 0 No / 1 Abstain / (___ exclusions until unnecessary)
4) Note all Board Member meeting attendees
11. Earmark Budget \$3,000 - \$5,000 in expenditures (up to \$10,000)
- a. Pay for Women’s Club (our portion over and above DONE payments)
 - b. **Agenda Item 8: Council of Councils – Study “Best Practices” – Retreat for new board members**
 - c. Survey of Community Needs and Concerns
 - d. **Agenda Item 9: Northridge Vision (2020) up to \$10,000** present motion to City Council (1 year) Steve, Liaison to CD12 – Pass Motion to reserve funds for Northridge Vision. Lobby CM Englander to make a motion before L.A. City Council - NENC Contingent (CC visit)
 - e. **Outreach** – Glenn - we need to implement plan. **Buy \$1,000 worth of “Walking Man” Credit.**
12. Future Agenda Item: Gas Company Presentation
13. Future Agenda Item: Estelle and Heritage High School
- a. Nestor Fantini contact/invite Heritage High School Representative
 - b. Kelly Lord will meet with Estelle
 - i. Note: Keep in PLUM Committee, Report to Board
14. Community Partners for Future Collaborations
- a. Colin Donahue Incubator – CSUN 2035 Plan – Provost taking seriously
 - b. David Moon, CSUN Visual Communications Department
 - c. Business & Entrepreneur Incubator COC