

WINNETKA NEIGHBORHOOD COUNCIL

20830 Sherman Way, Winnetka, CA 91306

WinnetkaNC.com



President	Vice-President	Secretary	Treasurer	Parliamentarian
Eric Lewis	Erick Lace	Mary Ellen Moreno	JJ Popowich	Trevor Owen
Board Members				
Steven Fuhrman	Victor Lerma	Kathleen Pelaez	John Poer	Tess Reyes-Dunn
Marilyn Robinson	Bettie Ross-Blumer	Tom Sattler	David Uebersax	Madison Lamoreaux (Youth Rep)

SPECIAL GENERAL MEETING MINUTES

Tuesday, July 22, 2014, 7:00 PM

Winnetka Convention Center, 20122 Vanowen St., Winnetka, CA 91306

(located next to Winnetka Bowl)

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: **Winnetka Recreation Center**, 8401 Winnetka Ave.; and might also be posted at: **Winnetka Bowl**, 20122 Vanowen St., **Express Pack & Ship**, 7687 Winnetka Ave., **Fulton Cleaners**, 20109 Roscoe Blvd., **Gil's Barber Shop**, 20433 Sherman Way.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is not specifically listed on this agenda yet is within the Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card ensures that each speaker's name is complete and correct in the meeting's Minutes. Public Comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a Board vote on any item, any member of the public who has not filled out a Speaker Card will be accorded 1 minute to make a statement. This period will last no longer than 5 minutes total.

1. Meet & Greet. [2 min] # of Guests 1
2. Convene Meeting, Board Member Roll-Call [2 min]

Board Member Name	Jan-14	Feb-11	Mar-11	Apr-8	April-29	May-13	Jun-10	Jul-8	Jul-22	Sep-9	Oct-7	Nov-11	Dec-9
Marilyn Robinson	A	X	x	X	x	x	x	a	a				
Erick Lace	X	X	x	X	x	x	x	x	x				
Eric Lewis	x	X	X	X	x	x	x	x	x				
JJ Popowich	x	ae	x	X	x	ae	x	x	x				
Tess Reyes-Dunn	X	X	x	X	ae	x	x	x	a				
William "Lance" Hilliard	X	X	xLE8:30	x	/	/	/	/	/	/	/	/	/
Kathleen Pelaez	/	/	/	/	x	x	x	x	a				
David Uebersax	x	X	x	x	x	x	x	x	x				
MaryEllen Moreno	X	Ae	x	x	x	x	x	x	x				
Bettie Ross-Blumer	AE	X	x	AE	x	x	x	x	x				
Trevor Owen	X	X	x	x	x	x	x	x	x				
John Poer	/	/	/	/	/	x	x	x	x				
Greg Sullivan	X	X	x	x	/	/	/	/	/	/	/	/	/
Steven Fuhrman	X	X	x	x	x	x	x	x	x				
Victor Lerma	X	X	AE	xLE	x	x	x	x	x				

Tom Sattler	AE	X	x	x	ae	x	x	x	x
Madison Lamoreaux, Student	X	X	x	x	x	x	x	x	x
Total	12	13	14	14	12	14	15	14	12

X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early
Quorum is 8 members

3. No Public Comments

4. Discussion and possible action regarding the WNC Public Safety Committee’s recommendation that the WNC Board request that the LA City Council enact a moratorium on fracking within City limits. (Lerma) [5 min]

- Motion: “Whereas fracking has become an increasingly used method of retrieving non-renewable energy resources; in view of the lack of definite information regarding its effects on the health of humans, the environment, and the state’s limited water resources; the Winnetka NC formally requests that the LA City Council enact a moratorium on fracking within City limits until further study can be done regarding its safety and environmental impacts.”
- Trevor moved. Victor seconded. Approved by consensus. **WNC-2014-072214-01**

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	x					
Lace, Erick	x					
Lamoreaux, Madison	x					
Lerma, Victor	x					
Lewis, Eric	x					
Moreno, Mary Ellen	x					
Owen, Trevor	x					
Pelaez, Kathleen					x	
Poer, John	x					
Popowich, JJ	x					
Reyes-Dunn, Tess					x	
Robinson, Marilyn					x	
Ross-Blumer, Bettie	x					
Sattler, Tom	x					
Uebersax, David	x					
Total	12	0				

5. Discussion and possible action regarding the **Winnetka Neighborhood Council Budget Package** for Fiscal Year 2014-2015. (Uebersax/Popowich/Lewis) [80 min]
- The board must create a \$37,000 FY budget, complete and approve the entire budget package.

6. Neighborhood Council Self-Assessment for Fiscal Year 2013-2014

SWOT Analysis-Strengths/Weaknesses/Opportunities/Threats

Strengths:

John- compact size
Mary Ellen- PLUM committee and neighborhood involvement
Erick- community contacts
David-Functional well-behaved board
Erick-active and engaged committee
Eric- mailed newsletters
Mary Ellen- good attendance of board members

Weaknesses:

Eric Lewis- lack of community awareness about our council
Erick -small size of Winnetka
Steven- diverse community but lack of mixing among various groups
JJ- lack of special interest groups
David-time constraints
Steven-need more community involvement on committees
Trevor-council demographics do not represent community

Opportunities:

Bettie-New meeting location of general meetings and other committee meetings
Bettie- business outreach
Tom- more meeting postings
Bettie- newsletters in markets
Bettie-social media
Mary Ellen- curfew of new meeting place will help us keep up the pace of our meeting

Threat:

JJ-DONE

7. Self Assessment Form for Fiscal Year 2013-2014

- Discussed last year's Big Vision.
- Last year's goals- Were they met?
- **Goal 1**-We met our goal of meeting with other councils (Safety Fair in Oct 2013 and CD3 coalition formed.)
- **Goal 2**- Halloween and Kids March-We met first part of goal 2. Second part does not apply as this event did not occur.
- **Goal 3**- Publish 2 newsletters and increase by 30% our community involvement- We did publish 2 newsletters and we increased constant contact by 50%. We met goal 3.
- **Goal 4**- PLUM committee involvement. Very successful. We work closely with the councilman. Peaceful meetings for the most part. Community feels that it is effective. We met goal 4.
- **Goal 5**- Meet and greet events with local and state representatives- We did have events that we attended and events to which we invited representatives. (Parade, clean up) We did have representatives to represent the local and state politicians at some events. Goal 5 was met but can be improved upon next year.
- **Goal 6**- Holding the city accountable for maintaining and improving the infrastructure. JJ thinks we did not have city representatives at our meetings nor did we hold them

accountable. Discussion: We spent the 50,000 from Zine. Bettie – over 1000 fixes in Winnetka. We can strive for better results. Sprinklers in median on Sherman Way. Jenny from CM Blumenfield does get involved and get back to us. The bathroom issue on Metro bus line was resolved. Most council members felt we met goal 6 but can improve on it for next year.

- **Goal 7-** work with diverse resources in communities and charities- We worked at Blind Olympics events and at schools. There is room for improvement. Next year we hope to work more with the Chamber of Congress.
- **Neighborhood Council Strategic Plan for Fiscal Year 2014-2015**
 - Goal 1-** Safety Fair- Change name to Disaster Preparedness Fair, Growth in vendors (10-15), Maintain partnership with other NCs, Maintain attendance (900)
 - Goal 2-** Halloween Fair – Change name to Halloween March 300 attendance. No Kids March.
 - Goal 3-** Increase electronic data base by 40% Facebook (100 followers), Nextdoor.com. Open two new social media accounts, such as instagram and Twitter, pinterest.
 - Goal 4-** Report on number of cases presented for PLUM
 - Goal 5-** Meet and Greet- At each meeting we would like an average of 2 local and state officials represented at our board meetings. Committee meetings – total of 10 throughout the year. Events – total of 5 local/state representatives throughout the year
 - Goal 6-** Infrastructure- 20 major sidewalk repairs, 10 major tree trimmings, 5 potholes, 5 bike lanes (sharrows). Budget for it or get the CM office to budget for it. Improve bike safety.
 - Goal 7-** Promote at least one activity engaging a new group to promote livable environment, such as Second Annual Spring Clean (25 volunteers) Increase our participation in the Memorial Day Parade (working with CP/West Hills Chamber of Commerce) and create a new event.

The BIG Score:

Community Impact Statements- goal increase to 8 for next year
Requests for actions- Maintain same number as last years
Meetings – Maintain same number as last years
Stakeholders- Increase data base by 30%
Communication- newsletters and social media

- **Neighborhood Council Outreach Survey for Fiscal Year 2014-2015**
Eric Lewis filled out yes/no survey orally. Questions agreed upon by all in attendance. Survey submitted to DONE.
- **Neighborhood Council Budget for Fiscal Year 2014-2015**
JJ reviewed guidelines and went over last year's budget. Each committee stated their needs for next year. In August we are going to vote on each item, so JJ needs specifics for each event separately.
 - PWT-needs same as last year (Spring Clean and other events \$2,000)
 - Safety- needs more money for 4 events (\$6,500)
 - Outreach- newsletter-quote \$4900 x 2 (newsletters)= \$9,000 (color copies mailed to 4,500 homes and 1000 extra copies)
 - PLUM and REB no expenses
 - Board expenses- laptop, (\$1500) projector (\$250), projection screen, treasurer expenses, laser printer (\$1,000)
 - Storage- \$2,080
 - Snacks for meetings-\$900 partner with restaurant on premises
 - website- \$5,400- (will get more accurate # from Wendy)
 - Youth committee- \$10,025- itemized list provided by the committee.
- Neighborhood Council Budget Vote Form-

- Motion: “The Winnetka NC Board hereby approves the Winnetka Neighborhood Council Budget Package for Fiscal Year 2014-2015.” **Vote was tabled until our August meeting.**

8. Discussion and possible action regarding a review of the new DONE Checking Account Funding program. (Popowich/Uebersax/Lewis) [10 min] Tabled until next meeting.

- This item includes reviewing all monthly WNC requirements to allocate, approve, request, receive, spend, track, and reconcile all funds for the current fiscal year.
- Additional items to review and discuss: city contracts, pre-payments, auto-deductions, etc.

9. Discussion and possible action regarding a review of the process to gain access to funding. (Popowich/Uebersax/Lewis) [5 min]

- Board resolution and minutes confirming Treasurer and Second Signatory, signed Letter of Acknowledgement, signed Purchase Card Agreement of Responsibilities, signed Purchase Card Form.

Trevor moved and Erick Lace seconded motion above. **WNC-2014-072214-02** Approved 12-0

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	x					
Lace, Erick	x					
Lamoreaux, Madison	x					
Lerma, Victor	x					
Lewis, Eric	x					
Moreno, Mary Ellen	x					
Owen, Trevor	x					
Pelaez, Kathleen					x	
Poer, John	x					
Popowich, JJ	x					
Reyes-Dunn, Tess					x	
Robinson, Marilyn					x	
Ross-Blumer, Bettie	x					
Sattler, Tom	x					
Uebersax, David	x					
Total	12					

Discussion and board action was tabled until the next meeting on the following committee agenda items (#10-14) due to time constraints.

10. Business Relations Ad-Hoc Committee (Lace) [2 min]

- Discussion regarding committee membership and whether a meeting is needed this month.

11. DONE Finance Problems Ad-Hoc Committee (Lace) [2 min]

- Discussion regarding committee membership and whether a meeting is needed this month.

12. Budget & Finance Committee (Uebersax) [2 min]

- Discussion regarding whether a meeting is needed this month.

13. Executive Committee (Lewis) [2 min]

- Discussion regarding whether a meeting is needed this month.

14. Rules, Elections, & By-Laws Committee (Lewis) [2 min]

- Discussion to set a date for next meeting regarding updating the WNC Bylaws and Rules.

15. Good of the Order [1 min]

16. Future Agenda Items & other Calendar Events [1 min]

17. Adjournment Time: 9:55

Members of the public may request and receive, without undue delay, copies of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at 818-718-0629, or please send an e-mail that states the accommodations that you are requesting to mmoreno@winnetkanc.com.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (310) 562-3268.

PROCESS FOR RECONSIDERATION

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad-hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days, for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panel's collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.