

CITY OF LOS ANGELES
CALIFORNIA

WINNETKA NEIGHBORHOOD
COUNCIL OFFICERS

PRESIDENT Jacque H. Lamishaw	VICE-PRESIDENT Ken Molock
SECRETARY J.J. Popowich	TREASURER Robert Basch
PARLIAMENTARIAN Robert Basch	SERGEANT-AT-ARMS Wayne Schulte



WINNETKA NEIGHBORHOOD
COUNCIL

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To: Council Members, Public
From: J.J. Popowich, Secretary
Date: June 4, 2004
Subject: Special Meeting Minutes for 05/25/04

1. **Pledge of Allegiance**
2. **The meeting was called to order at 6:31 PM, with Jacque Lamishaw acting as chair.**
3. **Roll Call:** The following Board members were in attendance.

Jacque Lamishaw	Ken Molock	JJ Popowich	Armineh Chelebian
Dwight Burgess	Wayne Schulte	Chris Jurgenson	Bob Basch
Ralph Cherry	Cynthia Conover		
Marilyn Robinson – Excused Absence	Roland Gilbert – Absent		

4. Discussion and possible action on Committee formation, organization, and structure.

- 4.1. Ms. Lamishaw explained the purpose of this meeting was to discuss what committees the Council would need, their rules, and how the committees will be formed. She stressed that the committees will require time commitments from the members and will need to form budgets.
- 4.2. Ms. Lamishaw asked the Board members what committees they felt were needed. The following were a list of committees that were recommended:

Land Use, Hospitality, Outreach, Finance, Public Safety, Aging, Rules (By-Laws, Election), Public Works & Transportation, Communication, Culture & Arts, Handicap & Disabled.

- 4.3. Ms. Lamishaw provided a quick explanation of a Planning & Land Use Committee. She also announced in response to a question, that the California Market liquor license issue passed the City PLUM Committee.
- 4.4. A discussion regarding a 501C corporation came up in regards to the Finance Committee. Ms. Lamishaw announced that some other councils have set up a separate committee to oversee this type of committee which allowed the council to use donated funds.
 - 4.4.1. Ms. Conover stated that this should be separate from any other committee and the By-Laws.
 - 4.4.2. Mr. Schulte commented that there may be some legal issues surrounding that type of arrangement.
 - 4.4.3. Ms. Lamishaw responded that we can do this legally, but that it would have to be separate from the Council and overseen by a Board of Directors that is separate from the Council.
 - 4.4.4. Mr. Lamishaw, a stakeholder, commented that the Board members of a 501C corporation do not necessarily have to be WNC Board members either.
 - 4.4.5. Ms. Chelebian clarified that this would be a volunteer organization and not a Board organization.
 - 4.4.6. Ms. Lamishaw confirmed and said it would be a smaller separate Board.
 - 4.4.7. Ms. Chelebian asked what would happen if a 501C corporation wanted to do a street beautification project and the community wants to do something different who would decide the issue. This could be a potential conflict.
 - 4.4.8. Mr. Cherry commented that a committee should be formed to look into this and report back to the Board.
 - 4.4.9. Mr. Jurgenson agreed.
- 4.5. Ms. Conover suggested a Liaison Committee to interact with officials.
 - 4.5.1. Mr. Popowich stated that is a function for the Secretary and that he interacts with them now.
- 4.6. Mr. Schulte suggested that we combine some of these committees so there are not so many.
 - 4.6.1. Ms. Lamishaw commented that they should be smaller.
 - 4.6.2. Mr. Cherry commented that we should be focusing on getting more individuals involved in the Council itself.
 - 4.6.3. Mr. Schulte asked which committee should be do first then. He suggested Outreach.

- 4.6.4. Ms. Lamishaw stated all committees would be voted on tonight and then we will create the rules that govern them.
- 4.7. Ms. Lamishaw asked for any other committee suggestions.
- 4.8. Mr. Jurgenson suggested a Media Committee or that it could even be part of the Communication Committee.
- 4.9. Mr. Lamishaw, a stakeholder, suggested we keep the number of committees small and form sub committees under them.
- 4.10. Mr. Cherry clarified that we are talking about permanent committees?
- 4.10.1. Ms. Lamishaw stated the 501C is the only real ad-hoc committee that was mentioned and it can be a committee that reports back to another committee.
- 4.10.2. Mr. Basch agreed. We should keep the total number small and any sub committees report back to the main committee before the Board.
- 4.10.3. Mr. Lamishaw, a stakeholder, suggested that the type of committee be determined by who it reports to, the Board or another committee.
- 4.11. Ms. Lamishaw suggested that we make sure the people serving on the committees have the knowledge, experience, and time to devote to them. She said there will be classes offered by DONE that we should trust the committee members to do what is proper and make informed decisions and report back to the Board.
- 4.11.1. Mr. Lamishaw, a stakeholder, commented that you have to trust your committees. Some Councils he has experience with tend to re-hear the same issue the Committee hears and that just makes meetings longer.
- 4.11.2. Ms. Lamishaw commented that it also demoralizes the Board to constantly go over work already completed.
- 4.11.3. Mr. Schulte stated that he has watched various news programs showing committees and the Board asks very direct questions of the committee and makes decisions.
- 4.12. Ms. Chelebian asked if a conflict comes with an issue before a committee would the person with a conflict of interest have to recuse themselves from the vote.
- 4.12.1. Mr. Schulte commented yes.
- 4.12.2. Ms. Connover commented that we should have an alternate for each committee in case this happens.
- 4.12.3. Mr. Lamishaw, a stakeholder, commented that we the LA City Ethics Board regulates all Council meetings.
- 4.13. Ms. Lamishaw asked if we were ready to move forward. She asked if the Outreach Committee should be part of the Communication Committee.

- 4.13.1. Mr. Cherry commented that they should be two separate committees. Outreach should be a main focus.
- 4.13.2. Mr. Jurgenson stated he felt they both do the same thing and should be joined.
- 4.13.3. Ms. Lamishaw suggested that they be joined and they have co-chairs. One would primarily focus on Communications and one on Outreach.
- 4.13.4. Ms. Lamishaw suggested that we go through the list and define them.
- 4.13.5. Mr. Basch volunteered a list of committees that the San Pedro Council has. He read the list.
- 4.13.6. Mr. Cherry suggested a Parks & Recreation Committee.
- 4.13.7. Mr. Popowich suggested that we have that as a sub committee.
- 4.13.8. Ms. Lamishaw asked the Secretary to call roll on the committees that the Board suggested.

SECRETARY'S NOTE: *In order to save space and time I have listed the results of the committees. Prior to voting on some of these there was discussion on which other committees would be sub-committees of these. Where possible I have listed the sub-committees here as well:*

Committee Name	Pass / Fail	Vote
Planning & Land Use Management Committee	Passed	10-0
Communication & Outreach Committee	Passed	10-0
Sub Committee: Events (on an ad hoc basis)		
Budget & Finance Committee	Passed	10-0
Sub Committee: Ad Hoc 501C		
Public Safety Committee	Passed	10-0
Sub Committee: Special Needs & Aging		
Rules, Election & By-Laws Committee	Passed	10-0
Sub Committee: By-Laws		
Public Works & Transportation Committee	Passed	10-0
Hospitality & Facilities Committee	Passed	10-0
Legal Committee	Failed	0-10
Cultural Affairs & Events (moved to sub committee status...see above)	Failed	0-10

5. Discussion on the make up of the committees and committee rules.

- 5.1. Ms. Lamishaw opened the discussion on how the committees would be structured.
- 5.2. Mr. Schulte suggested we have the Board member chair the committee and ask for public involvement.
- 5.3. Ms. Chelebian suggested we have a self nomination process. .

- 5.4. Ms. Lamishaw suggested we agree to the members and then let the members elect the chair.
- 5.5. Mr. Cherry suggested the Board vote on the Chair, and the chair select the members.
- 5.6. Ms. Chelebian voiced concern on the Chair choosing the committee members. She felt they should all be volunteers and if there are too many volunteers we can limit the membership.
 - 5.6.1. Ms. Lamishaw stated that we can't have too many on a committee. Also the most qualified on the committee.
 - 5.6.2. Mr. Basch suggested we first find out who has interest.
 - 5.6.3. Mr. Popowich suggested that we let the chair choose three members and then bring that membership to the Board who can agree on the membership.
 - 5.6.4. Ms. Conover suggested we not limit ourselves. Each committee should be headed by a Board member to start out. Also we need to ensure we have alternates.
 - 5.6.5. Ms. Chelebian agreed that we should have experts, but pointed to the City Council whose members are not experts they learn.
 - 5.6.6. Ms. Lamishaw stated she thinks we should just stipulate the Chair should be knowledgeable. Others can learn.
 - 5.6.7. Mr. Lamishaw, a stakeholder, cautioned us to watch out for the size. He said too many and you may have problems getting them to show up. He suggested that we set membership at five as a maximum.
 - 5.6.7.1.1. Ms. Conover agreed and said maybe three should be the limit, plus two alts.
 - 5.6.7.1.2. Mr. Lamishaw, a stakeholder, commented that we should make sure we involve stakeholders as well so they can learn and be groomed to be future Board members.
 - 5.6.7.1.3. Mr. Basch cautioned that the committees with stakeholder participation need to be posted. A meeting of three Board members would not need to be posted under the Brown Act.
 - 5.6.7.1.4. Mr. Lamishaw advised all committees don't need to be the same size. He suggested the Outreach Committee for example should include stakeholders. The committees like the Rules Committee can be Board only because they don't have any voting authority. All items need to come before the Board for decisions.
 - 5.6.7.2. Ms. Chelebian wanted to know if the same 3 Board members could serve on other committees.

5.6.7.2.1. Ms. Lamishaw answered they could but that we wouldn't want them all to be the same ones. She pointed out the City Council has a Board member chair a committee, Vice Chair another, and serve on a third.

5.6.7.2.2. Mr. Molock asked for a motion.

5.6.7.3. Ms. Lamishaw made the following motion (seconded by Mr. Jurgenson) and asked the Secretary to call roll:

All "open" committees (committees that include stakeholders) are made up of five members. These would have a Board member as a Chair and a Vice Chair. The other three would be open. All "closed" (committees that do not include stakeholders) would be three member committees.

5.6.7.4. The motion passed 9-1.

5.6.8. Ms. Lamishaw then opened the floor to discussion on whether we should allow the stakeholders to vote on the committees.

5.6.9. Mr. Basch agreed they really have to and since they are only recommending to the full Board its fine.

5.6.10. Mr. Lamishaw, a stakeholder, suggested we determine which should be Board only or "closed" committees.

***SECRETARY'S NOTE:** A brief discussion took place about each committee and which should be "open" or "closed". In order to save time and space the results were as follows (no motions were made as each of these were unanimous agreements).*

Committee Name	Open / Closed
Planning & Land Use Management Committee	Open
Communication & Outreach Committee	Closed
Note: Sub-Committees can be open committees. An Outreach sub committee would be open.	
Budget & Finance Committee	Closed
Public Safety Committee	Open
Rules, Election & By-Laws Committee	Closed
Public Works & Transportation Committee	Open
Hospitality & Facilities Committee	Open

6. Board Members were polled about their interest in serving on a Committee and Committee assignments were finalized.

SECRETARY'S NOTE: Again to save time and space on the minutes this has been summarized in the attached document which outlines Committee assignments. Some committees still have vacancies on them.

One stakeholder expressed interest in being on the PLUM committee. The Board had already filled this committee and Mr. Basch made a motion was made to add one member to this committee. The motion was passed unanimously. The PLUM is now made up of 6 committee

members. Ms. Suzie Grinley was added to the committee as our first stakeholder committee member.

The last piece of business decided at the meeting was how the first Chair should be determined. The Board briefly discussed this and by unanimous agreement selected individuals who had agreed to serve on the committees as the first Chair. This breakdown is also included in the attached document outlining committee assignments. The first Chair would then preside over the first meeting and a permanent Chair would be elected by the committee members.

7. Meeting adjourned.