



WINNETKA NEIGHBORHOOD COUNCIL

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President	Vice President	Secretary	Treasurer	Sergeant At Arms
JJ Popowich	Art Sims	Mary Ann Smiley	Erick Lace	Jozef Essavi
Board Members				
Armineh Chelebian	Nina Essavi	Nalini Natarajan	Edesa Aghakhanm oshabad	Tess Reyes-Dunn
TJ Martens	T. Alan Schweizer	Open Seat	Open Seat	Stephanie Aguirre

WINNETKA NEIGHBORHOOD COUNCIL MINUTES FOR 03/10/09

1. Call to Order and Board Members Roll Call.

Board Member	Present	Absent	Excused
JJ Popowich	X		
Art Sims	X		
Erick Lace	X		
Mary Ann Smiley	X		
Jozef Essavi	X		
Armineh Chelebian	X		
Nina Essavi	X		
Nalini Natarajan	X		
Edesa Aghakhanmoshabad		X	
Tess Reyes-Dunn	X		
TJ Martens	X		
T. Alan Schweizer			X
Open Seat			
Open Seat			
Stephanie Aguirre	X		
Total	11	1	1

2. Explanation of Meeting Rules.

3. Public Comments-

4. State and local government representatives' updates:

Meghen discussed Pride Day & Citrus Sunday. The events her sent to TJ's meeting.

JJ suggested to have the SLO from Devonshire Station to participate in our General meeting as well as other meetings. Tagging, a gang in Winnetka and trash diggers appears to have increased in this area.

Maldonado discussed increase in gangs socializing on Cohasset St. and Mason and Oso St. JJ suggested to send a post card to every resident covered in a certain area in Winnetka. A mass mailing to send to all addresses with at Neighborhood watch meetings will be addressed on the post cards.

Martinez- Hope Collective was brought up. Building and Safety is reviewing it and the location. The marijuana store is currently near two schools and a Bowling alley where kids and families socialize. Hardship Exception-Maldonado and Martinez are both looking into this. Albertsons-corporate office will have a meeting with Jose Martinez- we do not want it empty and will have a meeting with WNC to discuss their input. Trailer signs- Meghan and Jose will discuss the hitched trailer signs. District tour for a community way- June 6th will be a community clean up event for the community to get involved. Child seat safety seminar flyer attached. Regarding posse- WNC needs to provide grids to Zine's office to be able to monitor certain areas. Each board members will provide streets that need to be monitored in order to fall under this grid. Transfer to Public Safety. Limited parking on Quartz Ave 2-6 am will change. The residents area will need to be trained. Jose Martinez wrote a letter to DOT regarding this issue. Trailer hitching will increase. Tom discussed the Valley Congress that will be in late May. He will keep us updated. Also, Ethics training course must be taken by all members. If not online take it in person. March 21st from 8 am-2:00 pm in Van Nuys. February 21 is the next Budget Day. Over 5000 surveys were collected which is a high number.

5. DONE to provide training on funding rules, Treasurer duties and related issues.

Roger-----approximately an hour of training regarding policies and procedures. 1. Neighborhood grants program will be rolling out but now have nothing. Budget problem- donations program will be rolled out. Donations mean we could receive funds from whom ever. Exp. Kaiser Permanente. Some oversight from Roger as to how to monitor it. This will be a step by step process. We can acquire these types of organizations. RFP Request for Proposal Wachovia was chosen. Please call Roger instead of Valerie and Quin.

Green sheet-how to write checks without a checking account. \$50,000.00 for this coming year. 2010 unknown amount.. If over \$100,000.00 will be swept up. A bill is submitted and ends up in the next fiscal year no payment will be made. Cut off for request should be turned in by May 30, 2009. Under \$100,000.000 by June 1 and then \$50,000.00 more with out spending. Left over money not spent we will lose. Withdraw up to \$500.00 suggest to do this each month. The problem occurs when no block on the card. US Bank took the block off . An example- 10/31 pulled money out so 11/31 can pull out. \$1,000.000 per purchase. After this training the card will be re-opened. Tri-fold is a notification of demand warrant received. Make a rule for the board. The person responsible should be the one involved and hand it to the treasurer. To help cut down on request for funding. Will be at April meeting. Supporting documentation guidelines regarding reimbursement, refreshments and coffee for stake holders. Signed sheet and agenda of the meeting will suffice for food during the meeting. Even for only board members and no stakeholders at the meeting. For Erick-demand warrant in order to get vendor paid, but no minutes approved and a form will be filled out and at least the process will begin. Do not abuse it with every demand warrant. Only when you need a great need to get something taking care of right a way. First time vendor- golden paper check other councils to utilize their vendors and no need to complete the golden form. White sheet- review all four and get prices for all of them. FAQs- page 6 had registered card for Office Depot and bill goes straight to Rodger. Any questions read FAQ first. Credit card will now be turned on and we can move ahead. We are in much better shape than other Neighborhood Councils. Two page yellow- some neighborhood councils have been shut down. The entire board can be liable for major issues that have taken place in other councils. On-sight monitoring- a monitor will be sent out to do the books. NC will be billed when some issues arise. Assistant treasure already took this training. Board members who own their own companies/businesses will have a conflict and can create a problem within any neighborhood council. Not a member of the board but own a business recuse themselves for that particular meeting and let (walk outside). Try to avoid using that business even if not on the board but on a committee. It is legal if one recuses himself. Landscaper was hired and everything was satisfied but now we need a maintenance but will charge us an amount. Invoice is done in two stages a set up charge bill as 30% of 3800.00 (advance payment) about \$1200.00 and then Art will send an email to Rodger regarding this issue. CC to Done and NC funding. No thank you for the donation---not appropriate. Donation is not the word to use. A preparation request will take 2-3 weeks if all is completed accurately. Cannot fund any program or ideas that is helping a person or private ownership. Faith based organization for beautification separation of church of state. Cannot mix church and state. A stakeholder in the community from a faith based is still not acceptable. Including temples, budhist. ...The church cannot benefit in any way. No exceptions. A committee approved and will be presented to board. A rehab for non profit organization 501c. Pay for service direction. They need repairs for sewer system. Find out who is the owner and if they own the property then could possibly do it. If owned by a private organization cannot fund this type of venture. If they own it hen it will be okay. Send via email this concern to Rodger prior to submitting. Can purchase refrigerator to assist them.

Help themselves in order to pay for what they need. Clarify-budget due to Rodger any time before June 30. New format as soon as it comes out. Withdrawel of \$500.00 is every month and no need to follow 30 day rule. Auditors look out each month and not 30 days.

6. Discussion and possible action on a letter from DONE regarding the funding violations. This will include a discussion of what steps to take to ensure that future violations do not occur.

Training was conducted at this meeting

7. Discussion and possible action to set a Special Meeting date to address agenda items that normally would have appeared on the Regular Board meeting agenda.

Not necessary as the original meeting took place and the agenda posted on the website was followed and not the agenda posted at the five various locations. Done assisted with the confusion.

- 8. Leisha Garcia from the City of Los Angeles Floodplain Management Plan (FMP). She will provide pertinent information on the FMP project and will ask for input.**
Tabled for next months agenda.
- 9. Jim Rojas from Tarzana Landscaping to discuss landscaping ideas for the Sherman Way median.**
Not available
- 10. Discussion and possible action Sherman Way median maintenance cost. Tarzana Nursery's estimate for one month only maintenance of the Sherman Way Median which will include pulling weeds and feed the plants. The motion to support up to \$4,900.00 pending additional information by Mr. Greg Sullivan as well City Public Works.**
Sherman way median cost-exact wording- Art motioned to pass and Tess seconded it. The motion to support up to \$4000.00 for Tarzana Nursery to conduct the one time per month maintenance on the Sherman Way median. All approved.
- 11. Discussion and possible action on modifying the existing contract for the holiday banners (Christmas and 4th of July). They can be stored and brought down by Nationwide for the next upcoming years. The design, cost and contract process will be finalized during the meeting with Nationwide.**
Banners exact wording. The Committee will negotiate and then they will no longer have to come back to the board. The motion to support up to \$8500.00 for both banners during the Christmas holiday as well as the 4th of July holiday. TJ motioned it and Erick second it. All approved.
- 12. Discussion and possible action requesting the president and secretary to provide the board members with a copy of all correspondence (letters going out and letters coming in).**
The President will make a commitment to send all letters going out and all response letters coming in to each member via email. This way everyone will be apprised of what has taken place regarding follow up letters etc.. Outgoing on website and response will be scanned to each board member. Very rarely do we get anything back from Zine or Smith. Contact Wendy if you need a password to your own private board member page on the website. She has emailed each of us our own password in the past.
- 13. Discussion and possible action to approve the cost of repair to the sewer system for the Women's Odyssey up to \$4,000.00. The Public Works Committee approved this item on 01/29/09 and 02/25/09.**
The Committee voted twice in Jan and in Feb. for up to \$4000.00 to support the repairs for the Women's Odyssey. The motion to support up to \$4000.00 for the sewer repairs for the Women's Odyssey with proof of ownership of land and building for 501c program. Erick motioned it and JJ seconded it. All approved.
- 14. Discussion and possible action on deciding the design and cost for Table Name Plates for each board member.**
Table name plates sample were passed out to all board members. Many agreed that the name should be bold and to change the font. If one wants names of meetings then they can choose to do it. JJ motioned and Erick seconded. The board members voted to support up to \$390.00 for table name plates. All approved. TJ would email each member with a deadline to meet as far as what each member wants on their name plate.

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING COMMITTEE REPORTS

- 15. Finance Committee Report (Including Treasurer's Report, Lace): (7 minutes)**
Losing \$68,000.00 and can ask the community how best we could spend the money to improve the community. (an idea) (another idea) bus benches around the community to join and be active and picture of board members to network to the community. JJ will get costs for next meeting. Street signs to post signs in Winnetka. Board members need to go out to look at ideas and bring to the board. Come with a proposal to the board.
- 16. Interfaith Committee Report (Chelebian):**
No report.
- 17. Events Committee Report (Martens): (7 minutes)**
August 16, 2009 is the next Earth Day. 4:00 pm for food program, dance, drums, vendors will be in a tent, main stage for the main event. JJ will write the letter as it needs to be in budget in order to submit a letter. Must be approved. Will add to April agenda. To support up to \$18,000.00 for the event.

18. Youth Committee Report (Schweizer): (10 minutes)

No report.

19. Planning & Land Use Committee (PLUM) (Popowich): (7 minutes)

No report.

20. Public Works & Transportation Committee (Chelebian):

Update on new committee member.

Discussion and possible action on notifying the owner of the vacant property (Albertsons) as well as the manager of Albertsons.

Discussion and possible action on submitting a letter regarding the need to pave Valerio Street between Corbin and Oakdale.

Discussion and possible action on the location and other details regarding Pride Day.

Discussion and possible action CRA- Business Improvement District.

Discussion and possible action on Department of Transportation

21. Public Safety Committee (Smiley): (5 minutes)

No new information since the last meeting was cancelled.

22. Emergency Preparedness (Martens): (5 minutes)

Survey was passed out to all board members to review and to complete. The next meeting is on March 24. Suggested Emergency Preparedness items listings was passed out. Churches and schools are invited to use as a triage. Regarding survey information- how is it stored and data will be stored incrypted. Every thing is shredded once entered in the computer. On line storage companies not in California and to have it as a back up. April agenda TJ will provide the data storage information to the board as a safety precaution.

23. Rules, Election & By-Laws Committee (Popowich):

24. Discussion and possible action on the structure of the Board. This will include action on Board members who have exceeded the attendance allotments per the By-Laws and election of officers for 2009. (5 minutes)

25. Future Agenda Items & Calendar of events:

- Public Safety Committee: September 16, 2008
- Youth Committee: September 25, 2008
- Events Committee: September 22, 2008
- Public Works & Transportation Committee: TBD
- Interfaith Committee: TBD

25. Adjournment
