



**Winnetka Neighborhood Council**  
**SPECIAL JOINT BOARD/BUDGET & FINANCE COMMITTEE**  
**MEETING**



**Thursday, May 25, 2017, 6:30 PM**

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

(Located next to Winnetka Bowl, ground floor of hotel)

[board@winnetknc.com](mailto:board@winnetknc.com) | [www.winnetkaNC.com](http://www.winnetkaNC.com) | @winnetkaNC

<b>President</b>	<b>Vice-President</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>Parliamentarian</b>
JJ Popowich	Vacant	Matthew Gregorchuk	Jaime Pelaez	Franklin Solis
<b>Board Members</b>				
Steven Fuhrman	Erick Lace	Eric Lewis	Carlos Perez	Tess Reyes-Dunn
Tamicka Green	John Poer	Ajantha Sriramya	David Uebersax	Jonathan Lewis

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., CA 91306 and are available on our website at [www.winnetkanc.com](http://www.winnetkanc.com). You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website below:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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** (Refreshments) [10 min] \_\_\_\_\_ # of Guests
2. **CONVENE MEETING**
3. **PLEDGE OF ALLEGIANCE** [1 min]
4. **BOARD MEMBER ROLL CALL** [2 min]
5. **MEETING RULES & ANNOUNCEMENTS** [2 min]
6. **PUBLIC COMMENT:** Comments from the public on any items not specifically listed on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other government agency. [3 min each, 20 min max]
7. **FINANCIAL CONSENT CALENDAR:** Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion please advise the Secretary before the meeting or request the item be pulled at the time it is brought up for discussion. [15min]

- a. Motion to approve Miscellaneous 2016 Expenditures  
 (Prior approvals may be noted on prior Agendas/Minutes)

	<b>Date</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
1.	7/1/2016	City of LA Publishing Srvcs (Business Cards for WNC Members)	Outreach	\$489.28
2.	7/6/2016	Standard Office Supply (Name Badges for WNC Members)	Outreach	\$65.40
3.	9/15/2016	Village Café (FY2015-2016 Year for monthly meetings)	Outreach	\$323.47
4.	9/21/2016	ICDSoft Ltd (winnetkanc.com-renewal)	Outreach	\$65.98

- b. Motion to approve Moore Business Results Invoices (Outreach):
  - 1. Dec 2016 activity \$405.82
  - 2. Jan 2017 activity \$395.52
  - 3. Feb 2017 activity \$226.02
  - 4. March 2017 activity \$520.53
  - 5. April 2017 activity \$352.26
- c. Motion to approve ICDSOFT Ltd payment for website storage
  - 1. Plan upgrade winnetkanc.com-renewal \$28.80  
(Prior approvals may be noted on prior Agendas/Minutes)
- d. Motion to approve Extra Space Storage (Operational)
  - 1. February 2017 ExtraSpace Storage \$200.00  
(Previously on Agendas for 1/10 and 3/14, Minutes not available)

8. **TREASURER’S REPORT** (Pelaez/Uebersax) Update, discussion, and possible action regarding the status of Winnetka NC finances, the WNC checking account, and the Treasurer’s bank account Access, plus any additional financial reports as needed other than the MERs.

- a. Discussion, review, and approve Monthly Expense Reports (MER) July –December 2016  
**MOTION:** “The Winnetka NC Board has reviewed the July 2016, August 2016, September 2016, October 2016, November 2016, and December 2016 Monthly Expenditure Reports including the associated US Bank Statements. The Board approves the report and authorizes the Treasurer to submit the report to DONE.”
- b. Discussion, review, and approve Monthly Expense Reports (MER) January – April 2017  
**MOTION:** “The Winnetka NC Board has reviewed the January 2017, February 2017, March 2017, and April Monthly Expenditure Reports including the associated US Bank Statements. The Board approves the report and authorizes the Treasurer to submit the report to DONE.”

9. **NON-CONSENT CALENDAR**

Update, discussion, and possible action regarding the status of Winnetka NC finances, the WNC checking account, and the Treasurer’s bank account Access, plus any additional financial reports as needed other than the MERs

- a. Discussion and possible action to establish Winnetka NC Procedures and vote on Procedure 001 & Procedure 002 as outlined below. The Board will take one to three actions on this item:
  - Action 1: Approve creation of the Winnetka NC Procedures.
  - Action 2 (if necessary) Consideration of Procedure 001
  - Action 3 (if necessary) Consideration of Procedure 002
 (20 min)

**Winnetka NC Procedures**

The Winnetka NC has established approved By Laws which define Board purpose, mission, structure, Board officer responsibilities, and Committee structures. However, the Board recognizes at times there may arise a need for Board procedures that do not conflict with the By Laws but instead are designed to support the By Laws by providing guidance on how the Board may proceed or conduct business.

The Board hereby declares that no procedure can conflict or contradict a By Law. In the case any By Law is perceived to conflict with the procedure, the By Law shall rule.

Approved: Date:

**Board Procedure 001: Preparation of Monthly Expenditure Reports and any and all successor reports required by the City of Los Angeles relating to financial matters**

Article VI Officers: Section D, establishes the office of Treasurer and defines the role and responsibilities of the Treasurer. Additionally, this section declares there may be an office of Assistant Treasurer and defines who can fill these positions. The essential function of the Treasurer as defined by Section D is to maintain the financial records and books of accounts. Additionally, the By Laws allow for, but do not mandate the Treasurer can serve as the Chair of the Budget & Finance Committee.

The Board recognizes that the office of the Treasurer requires a significant time commitment from the volunteer elected to the position. Given that the Board continually struggles to find stakeholders wishing to serve on the Board and be elected to the Office of Treasurer the Board hereby establishes the following procedure:

1. The Board will mandate that the Budget & Finance Committee meet monthly on the XXXXXXX of the week prior to the regular Board meeting.
2. The Board hereby appoints the office of Assistant Treasurer to be the Chair of the Budget & Finance Committee.
3. The Treasurer shall bring all materials, invoices, bank reports, and documents to the Budget & Finance Committee
4. The Budget & Finance Committee shall assist and oversee the preparation of all Monthly Expenditure Reports, or any successor reports required by the City of Los Angeles. The Committee will also oversee and prepare a monthly Treasurer' Report to be presented to the Board at the next regular Board meeting.
5. The Treasurer will fulfill all duties required of the Office as established by the By Laws or City of Los Angeles. While the Budget & Finance Committee assists with an prepares the reports only the Treasurer and Assistant Treasurer (or appointed second signer) may sign off on the prepared Monthly Expenditure Reports, or any successor report required by the City of Los Angeles in accordance with his/her judgement as he/she has been trained.
6. The Budget & Finance Committee shall make a resolution affirming they have reviewed the prepared report and recommend to the Board acceptance of the report.

Approved: Date:

**Board Procedure 002: Maintenance of Social Media and Internet Related Passwords**

Article V: Section 11, "Community Outreach", Sub-Section C allows for the creation of a website and provides specific rules for the operation of the website including but not limited to selecting a vendor and how the website may be used. However, the By Laws do not cover Social Media management. Social Media covers any internet related social interaction platforms which include Facebook, Twitter, Instagram, Snapchat, Nextdoor, or any similar service.

At the time this Procedure is being adopted the Winnetka NC has established a Facebook page and a Twitter account.

The Board hereby enacts the following procedures:

1. The Board agrees that the general principals and rules within the By Laws regarding the website apply to any Social Media services
2. The Board mandates that the user name and password for all such sites shall be provided and maintained by the Board President and the Outreach Committee Chair. Neither individual is allowed to change a password without the consent and knowledge of the other.

3. The maintenance and usage of the Social Media services falls under the jurisdiction of the Outreach Committee.
4. The Outreach Committee may make a recommendation to the Board to appoint a stakeholder or vendor to manage the Social Media service with the following restrictions:
  - a. The assigned stakeholder or vendor may not change any password
  - b. The assigned stakeholder or vendor must seek approval of the Outreach Committee Chair before posting any notices to the Social Media service with the exception of pictures taken during approved Winnetka NC events

Approved:   Date:

**10. GOOD OF THE ORDER [2 min]**

**11. MEETING ADJOURNED**

**THE AMERICAN WITH DISABILITIES ACT**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure 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 either:

- The Winnetka NC Board Secretary via email at secretary@winnetkanc.com, or
- The Winnetka NC President at 818-648-6219, or via email at jpopowich@winnetkanc.com.

**PUBLIC ACCESS OF RECORDS**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.winnetkanc.com or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Winnetka NC Board Secretary via email at secretary@winnetkanc.com.

**RECONSIDERATION AND GRIEVANCE PROCESS**

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.

**SERVICIOS DE TRADUCCION**

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.