



neighborhood council
el consejo del vecindario de glassell park

Our Voice to the City
Nuestra voz a la Ciudad

**GLASSELL PARK
NEIGHBORHOOD COUNCIL
OFFICERS**

CHAIRPERSON

VICE CHAIR

SECRETARY

TREASURER

MEMBER-AT-LARGE

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC M. GARCETTI
MAYOR

GLASSELL PARK NEIGHBORHOOD COUNCIL

Glassell Park Community & Senior Center
3750 N. Verdugo Road, Los Angeles, CA 90065

Special Board Meeting

Monday, June 13, 2016

7:05pm – 10:05pm

**GLASSELL PARK
NEIGHBORHOOD COUNCIL**
3750 N. Verdugo Road
Los Angeles, CA 90065
www.glassellparknc.org

(LIST OF BOARD MEMBERS)
LAURA HUBEN – AREA 1
VACANT – AREA 2
JAMIE RAMIREZ – AREA 3
HEATHER THOMAS – AREA 4
BILLY GREENFIELD – AREA 5
PATRICK CLEARLY – AREA 6
MARIE D'ANTONIO – AREA 7
BENJAMIN DISINGER – AT LARGE REP
JOHN HENRRY WONG – BUS. REP
TONY MACIAS – BUS. REP
MOLLY LYNN TAYLOR – BUS. REP
MARGE PIANE – ORG. REP
CHRIS ALVES – ORG. REP
SANDY GARCIA – EDUCATION REP
BRIAN FROBISHER – FAITH-BASED

The public is requested to fill out a “Speaker Card” to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. The timelines indicated are for the purposes of moving agenda items along only and do not constitute official times to discuss and/or take actions on items presented. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at Glassell Park Community/Senior Center 3750 Verdugo Road, Los Angeles, CA 90065. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at the Glassell Park Neighborhood Council Constituent Service Center located at 3750 N. Verdugo Road (in back of the Public Storage Building) or visiting our website by clicking on the following link: www.glassellparknc.org or at an upcoming scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the GPNC Office at Communications@GlassellParkNC.org. 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 GPNC Secretary or Board Members separately.

Agenda items may be subject to discussion and/or possible action by a simple majority of a quorum of the Board present at this meeting. Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

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 323-256-4762.

- 1) Welcome and Introductions – 7:05 pm
- 2) Roll Call and Determination of Quorum.
- 3) Election of interim-Executive Committee

Selection of Officers.

The offices of Chairperson, Vice Chairperson, Treasurer, Secretary, and a Board Member-at Large shall be elected, by show of hands, at each year’s July General Stakeholders’ meeting by the members of the Governing Board. As with other GPNC elections conducted by a show of hands, a majority vote for a candidate or nominee is required for a person to prevail in the election. Board members who choose not to vote do not affect the election outcome. These officers shall constitute the Executive Committee of the Board.

- 4) Nominations and Election of Interim Chairperson

The Chairperson

- 1. Presides at General Stakeholder and Executive Committee meetings.
- 2. Officially represents the GPNC at any coalition of neighborhood councils and acts as its spokesperson unless the Chairperson delegates this role to another Board member.
- 3. Sets the agendas for Executive Committee meetings and if the Executive Committee does not meet to establish the agenda for a General Stakeholder meeting, the Chairperson is responsible to do so.
- 4. Make determinations as to standing and special committees with Board approval.
- 5. Have general supervision of GPNC activities.
- 6. Perform such other duties as may be required.

- 5) Nominations and Election of Interim Vice Chair

The Vice Chairperson

- 1. Presides and performs in the absence of the Chairperson.
- 2. Attends Neighborhood Council coalition meetings.
- 3. Is responsible for programs and speaker invitations for the general meetings.
- 4. Performs duties delegated by the Chairperson or as required.

5. Be responsible for managing the Board's Key Policy in the Standing Rules.

6) Nominations and Election of Interim Treasurer

The Treasurer

1. Receives and dispenses funds and issues receipts.
2. Makes disbursements with appropriate documentation
3. Without Board approval up to \$50.00
4. With Board approval and requiring a second signatory above that limit.
5. Establishes and maintains banking relationships.
6. Prepares monthly reports of receipts, expenditures, and balances.
7. Maintains permanent files for review and audit and assures their availability for review by Stakeholders.
8. Maintains separate records of receipts and expenditures for program-specific funds.

7) Nominations and Election of Interim Secretary

The Secretary

1. Receives materials and prepares agendas for the general meetings.
2. Provides minutes of both Executive Committee and General Stakeholder meetings and maintains permanent records thereof and assures their availability to Stakeholders upon request.
3. Reports recommendations and actions of the Board in a format separate from the minutes of the general Stakeholder meeting.
4. Is responsible for reading the minutes at the meetings for the Board's approval and accepting corrections to be made, if any.
5. Distributes meeting notices to representatives and Stakeholders as well as arranging for appropriate postings.
6. Notifies the Department of Neighborhood Empowerment (Department) of the schedule of general Stakeholder meetings.
7. If needed, may solicit an assistant with Board approval.

8) Nominations and Election Interim Board Member-at-Large

Member-at-Large

1. Participates in Executive Committee meetings.
2. Performs other duties as assigned by the Chairperson.

9) Nominations and Election Interim Second Signer

10) Report and Recommendations from GPNC Treasurer – 10 min

- a) Discussion 2015-2016 FY Approved Funding and NPGs
 - a) Ave 50 Studio - Southwest Museum \$1000.00
 - b) 2014-2016 Board Member - \$41 Reimbursement -for copies (duplication services) - Bradley
 - c) 2014-2016 Board Member - \$100 Reimbursement for duplication of keys - Bradley
 - d) Funding 2016 Senior Prom - Recreation and Parks / Glassell Park Seniors \$750
 - e) Update/ Possible Action - payment to Michael Blasi / Utility Box Art project \$250/utility box
- b) Consent - Invoices for approval:
 - i. Moore Business Results - Website
 - ii. Apple One - May 406.10
 - iii. Apple One - June \$85.47

11) Neighborhood Council Board Business

- a) ANNOUNCE AREA 2 VACANCY — NOMINATIONS will be accepted at the July 2016 board meeting

Vacancies

1. The Secretary or other Executive Committee member shall announce the availability of the vacant position, indicating that qualified Stakeholders' self-nomination for candidacy will be accepted, in person, at the next General Stakeholders meeting. At that meeting, nominees who appear in person and provide a declaration of their status as a GPNC Stakeholder will be recorded in the meeting minutes as eligible for election to the vacant position.
 2. At the following General Stakeholders meeting, an election – by open ballot (not a secret ballot) will be held to fill vacated Governing Board position(s) or the position of a removed Governing Board member. No proxy balloting or write-in candidates are permitted. A person elected to the Board in such manner serves for the remainder of the position's two (2) year term. Tally sheets of votes cast will be retained by the Secretary in GPNC files for at least one (1) year.
- b) DISCUSSION remaining 2015-16 FY funds
 - c) MOTION to form and populate a WEBSITE and IT committee. - see attached
 - d) MOTION to update bylaws to include WEBSITE and IT committee as a standing committee. - see attachment
 - e) Discussion/possible Action to approve up to \$125 for two (2) GRIP RAILS at 4' each to hold presentation documents
 - f) Discussion/possible Action to approve up to \$250 for one (1) PULLDOWN SCREEN AT 120" diagonal (58"x104") for PowerPoint presentations, etc.
 - g) Discussion/possible Action to approve up to \$200 for one small REFRIGERATOR for the GPNC office
Discussion/possible Action to approve up to \$2,000 for a WALL SIZE MURAL STREET MAP of Glassell Park for Community Center wall. Price based on 15'x10' wall. Price adds nearly \$1000 for installation (applies like wallpaper). Murals Your Way.)
 - h) Discussion/possible Action approve up to \$175 for replacement doors and lock for GPNC bulletin board (received quote from Siegel Displays)

- i) Discussion/possible Action for GPNC Board member business cards
- j) MOTION to co-sponsor National Night Out in Glassell Park - see attachment
- k) MOTION to approve Monthly and Quarterly newsletters.
- l) MOTION to approve funding to print July newsletter, up to \$250. - see attachment
- m) Accept Nomination and Select Glassell Park Neighborhood Council Representatives for:
 - i) Alliance of River Communities Representative - *LA's Regional Alliance of East and Northeast Neighborhood Councils and Stakeholders committed to empowering the communities all connected through the Los Angeles River which includes councils from Arroyo Seco, Atwater Village, Boyle Heights, Eagle Rock, Elysian Valley Riverside, Glassell Park, Greater Cypress Park, Greater Echo Park Elysian Valley, Historic Highland Park, LA32, Lincoln Heights, Los Feliz, Rampart Village and Silver Lake.*
 - ii) Two Budget Representatives - *The NC Budget Advocate process was created to help NCs better utilize the opportunity provided to them in the City Charter, which is the ability to present an annual list of budget priorities to the Mayor and City Council. Reps attend Neighborhood Council Budget Day on July 30, 2016, contact their Budget Advocate to receive updates to share at monthly GB meetings, communicate their NC board's priorities to their BAs, attend Regional Budget Day in the spring, organize Budget Day 2017.*

12) Official/Public Comment (non-agenda items) – 5 minutes maximum

13) Adjourn.

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, or 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 by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll- free at 311.