



3330 Cahuenga Blvd. West, Suite 505  
Los Angeles, CA 90068  
TEL 818-755-7674  
www.gtln.org | info@gtln.org



**EXECUTIVE COMMITTEE  
AGENDA**

**Tuesday, March 13, 2018 @ 6:30 PM**  
PACIFIC UNION BUILDING - 10154 Riverside Drive

**1. Meeting Opening / Call to Order**

Start Time \_\_\_\_ PM

**2. Attendance** Please mark: X – Present EX – Excused AB – Absent

\_\_\_\_ Ryan Altoon, *President*                      \_\_\_\_ Arthur Wypchlak, *Treasurer*                      \_\_\_\_ Richard McFalls, *Asst. Secretary*  
\_\_\_\_ Joanne Saliba, *Vice President*                      \_\_\_\_ Juliann Miles, *Secretary*                      \_\_\_\_

Non-Voting Guests: Lisa Cahan Davis

**3. Public Comment: (Limited to 3 minutes per speaker)**

**4. On-Going Business: (Possible Motions/Actions)**

- a. Review and Approve February 13, 2018 Executive Committee Minutes

**MOTION A:** Approve the February 13, 2018 Executive Committee Minutes as submitted.

**FIRST:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **VOTE:** \_\_\_/\_\_\_/\_\_\_

- b. Review and Approve GTLNC February 20, 2018 Board Minutes.

**MOTION B:** Approve the GTLNC February 20, 2018 Board Minutes as submitted.

**FIRST:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **VOTE:** \_\_\_/\_\_\_/\_\_\_

- c. Review and Approve March 20, 2018 Board Agenda.

**MOTION C:** Approve the GTLNC March 20, 2018 Board Agenda.

**FIRST:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **VOTE:** \_\_\_/\_\_\_/\_\_\_

- d. Treasurer Report
  - i. GTLNC Funding Dashboard Review
  - ii. Review February 2018 Monthly Expenditure Report (MER)

**MOTION D:** Approve the February 2018 MER and expenditures for reconciliation submission to the City Clerk.

**FIRST:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_ **VOTE:** \_\_\_/\_\_\_/\_\_\_



EXECUTIVE COMMITTEE  
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- e. Administrative
- i. GTLNC Office Organization
  - ii. Social Media Manager and ad-hoc Administrative duties for Lisa Cahan Davis

**MOTION E:** Approve the proposal with Lisa Cahan-Davis for providing Administrative and Social Media Management services to the GTLNC for \$750.00/mo., starting April 1, 2018 and ending June 30, 2018 – a total of three months.

FIRST: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_/\_\_\_/\_\_\_

**5. New Business: - (Possible Motions/Actions)**

**6. Close Meeting:**

Close Time \_\_\_\_ PM

**7. Next Meeting:** Tuesday, April 10, 2017 at 6:30pm – 10154 Riverside Drive Toluca Lake, CA 91602

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an 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 are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**PUBLIC POSTING OF AGENDAS** - GTLNC agendas are posted for public review as follows:

- Pacific Union Building (Community Kiosk), at the Southeast corner of Forman Avenue and Riverside Drive;
- [www.gtlnc.org](http://www.gtlnc.org); or
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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**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.gtlnc.org](http://www.gtlnc.org) 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 JULIANN MILES, Board Secretary via email at [Juliann.Miles@gtlnc.org](mailto:Juliann.Miles@gtlnc.org)

**RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the GTLNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GTLNC Bylaws. The Bylaws are available at our Board meetings and our website [www.gtlnc.org](http://www.gtlnc.org)

**SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Juliann Miles, Secretary de la Mesa Directiva, por correo electrónico [Juliann.Miles@gtlnc.org](mailto:Juliann.Miles@gtlnc.org) para avisar al Concejo Vecinal."