

GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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EXECUTIVE COMMITTEE MEETING MINUTES for: Tuesday, December 2, 2008 7:00 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

1. Meeting called to order at 7:00pm

2. On-Going Business

Draft agenda for December 16, 2008 was revised and approved.

Draft minutes from November 18, 2008 were revised and approved.

3. New Business

Board Retreat –Terry will continue to research options for this. It is proposed that it be held in January.

Procedures for minutes, agendas etc.

a. **Board minutes** - Board Secretary will prepare first draft following meeting and send to Exec Committee and Office Secretary. Office Secretary will receive changes and additions, and prepare a revised draft to be reviewed at the Exec Committee meeting, and email that draft to Board Secretary. Board Secretary will incorporate changes from Exec meeting and prepare final draft and email this draft to all board Members for review as well as to Office Secretary for inclusion in board meeting packet. Board members will bring any changes/additions to the Board Meeting. After approval at board meeting Office Secretary will post minutes on the website.

The minutes will be prepared using the same format as before which includes separate columns for Motions and Action items.

b. **Committee minutes** – Board Secretary will distribute committee minutes to all board members by email.

c. **Board agenda** - Board Secretary will prepare first draft of agenda and send to Exec Committee and Office Secretary with the minutes from the prior month. Office Secretary will receive changes and additions and prepare a revised draft to be reviewed at the Exec Committee meeting, and email that draft to Board Secretary. Board Secretary will incorporate changes from Exec meeting and prepare final draft and email to Exec Committee and Office Secretary. Office Secretary will post on website and prepare for inclusion in board meeting packet.

4. GTLNC Master Event/ Meeting/Speaker's Calendar

Mark Feur – Terry Davis is in touch with his office and is trying to schedule him for January.

5. Next meeting date: Tuesday, January 6, 2009, 7:00pm at 10116 Riverside Drive, Suite 200.