

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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## EXECUTIVE COMMITTEE MEETING AGENDA for: Tuesday, July 6, 2010, at 7:00 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

1. Meeting Opening / Call to Order Start Time 7:00 PM

2. Attendance – Please mark X=present EX=excused AB=unexcused absence:

Lance King <i>President</i>	Andrew Westall <i>Vice President</i>	Rich de Michele <i>Treasurer</i>	Ryan Altoon <i>Secretary</i>
X	X	X	X

- Guests: None

3. On-Going Business: - *Public input limited to 3 minutes per item*

a. Draft Agenda: Review, revise, and approve Agenda for July 20, 2010 Board meeting  
Approved with amendments

b. Draft Minutes: Review, revise, and approve Agenda for June 15, 2010 Board meeting  
Approved with amendments

c. By Laws: Discussion

d. Additional Items:

i. GTLNC Board Orientation / Retreat

A potential Board and separate Committee level retreat is contemplated for some time in September or November, depending on the number of available members. The orientation would review GTLNC Bylaws, discuss strategic direction and initiatives for the fiscal year, and review each Committee's goals and responsibilities.

ii. Board Member informational packets and collateral materials

3-Ring binders will be made for all Board members, and prepared by the July 20<sup>th</sup> Board meeting. These will serve as an administrative document whereby each member can collect and reference current and past items of discussion.

- **Rich** will provide the 3-ring binders. Ryan will design the structure of the binders.
- **Ryan/Betsy** will assist in having the binders printed for the meeting. Business cards will be made for the new members once the re-design of the website is complete in August.

iii. Wireless microphone procurement for Board Meetings

Once the GTLNC account has been established to allow for transactions the Executive Board has authorized the procurement of a wireless microphone to allow for better communication among meeting participants.

- **Rich** will notify the Board once we obtain a new credit card and can make purchases.
- **Rich** will contact the principal of TL Elementary and request a line item breakdown of invoiced (and pending invoice) activities for the GTLNC, and identify the amount paid/owed.

iv. Possible venue options for future Board Meetings

Alternative locations for the GTLNC Board meetings were presented as issues with the quality and level of service currently provided by Toluca Lake Elementary were called into questions. Possible alternative venues are: St. Charles, Honeybaked Ham, and Campo de Cahuenga.

- **Ryan/Andrew** will contact Richard Bogy and discuss the possibility of utilizing the Campo as the new location.

v. Discussion of City Controller's recent audit of City Collections

The board authorized drafting and sending a letter to the City Controller's office (copying the Mayor and Councilmember LaBonge) regarding the latest audit that revealed the 52% collection rate, which equates to the amount needed to save the City jobs and community services.

- **Andrew** will draft a letter which will be presented to the Board for approval during the July 20<sup>th</sup> meeting.

**4. New Business:** - *Public input limited to 3 minutes per item*

- GTLNC Stationary: **Ryan** will design a GTLNC letterhead template for interim use of the Board for communications with the City and community. Once the new designs are prepared for the website the collateral materials will be replaced.
- Digital Camera: **Andrew** will include the GTLNC digital camera in the Board bin to ensure we have the ability to document people, presentations, and any items of interest during our Board meetings.
- Quarterly Newsletter/Website: **Ryan** has requested that each Committee designate an internal member responsible for drafting weekly updates, one article on an important issue per quarter, and document (photograph) their events for the GTLNC newsletter and website.

**5. GTLNC Master Event/Meeting/Speaker's Calendar:**

- a. Jerry Roberts, Arcadia Publishing – Presentation to solicit interest in a historical publication on Toluca Lake
- b. Future events

**6. Close Meeting:**

Close Time 8:05 PM

**7. Next Meeting:** Tuesday, August 4, 2010 at 7:00pm – 10116 Riverside Drive, Suite 200

Neighborhood Council Meeting Agendas are posted for public review: Discovery Shop bulletin board on west wall, Ramsey-Shilling Real Estate, 10205 Riverside Dr.; Toluca Lake Car Wash, 10515 Magnolia Blvd.; North Weddington Park Recreation Center-Bulletin Board; North Hollywood Public Library, as well as on the GTLNC Web site [www.gtlnc.org](http://www.gtlnc.org).

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 accommodations 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 three (3) business days (72-hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator Taneda Larios at 818-374-9892, Toll-Free (866) LA-HELPS, or email [taneda.larios@lacity.org](mailto:taneda.larios@lacity.org).

Process for Reconsideration: Any person or group adversely affected by the decisions or policies of the GTLNC may file a written grievance with the Council. The Council shall then refer the matter to the Grievance Committee. Persons who wish to claim a grievance may do so by communicating with any member of the Grievance Committee, and the Grievance Committee shall invite the person claiming a grievance to present arguments and evidence, which may include testimony, to the committee. The Grievance Committee shall act to hear a grievance within thirty days of the initial communication and shall prepare a report and recommendation to the GTLNC to present at its next meeting, or at least no later than the following meeting. The Grievance Committee may on its own volition, communicate its findings directly to the Department of Neighborhood Empowerment (DONE) in addition to reporting to the Governing Board. The Governing Board shall include Grievance Committee reports in its agenda and shall hear the reports in a timely manner as describe above. Any aggrieved stakeholder has the right of appeal to DONE any decision by the GTLNC. This grievance process is intended to address matters involving procedural disputes, e.g., the Council's failure to comply with these Bylaws, or its failure to comply with the City's Charter, the Plan, or local, State or Federal law.