

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



10116 Riverside Drive, Suite 200  
Toluca Lake, California 91602  
PHONE 818-755-7674 FAX 818-755-7649  
info@gtlnc.org www.gtlnc.org



## EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 3, 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:

x	Lance King, President	x	Rich de Michele, Treasurer
x	Andrew Westall, Vice President	x	Ryan Altoon, Secretary

- Guests: None

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

- Draft Minutes: Minutes for **July 20, 2010** Board meeting approved
- Draft Agenda: Agenda for **August 17, 2010** Board meeting approved with amendments
- Additional Items:
  - 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.
  - 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. Mics were found in the GTLNC office, however a receiver and speaker needs to be located to make them work properly.

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

- GTLNC Board Candidate: **Ryan** has nominated Dylan Conroy, resident of Toluca Lake, for one of the At Large positions of the GTLNC Board. Dylan is involved in public relations and is interested in participating in the Outreach Committee.

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

- Captain Stacy Gerlich, C.E.R.T. Training Courses
- Stave Hampar, Neighborhood Watch regarding Coyote sightings.

**6. Close Meeting:**

Close Time 8:00 PM

**7. Next Meeting:** Tuesday, September 7, 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.