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EXECUTIVE COMMITTEE MINUTES

Tuesday, July 9, 2019 @ 6:30 PM
10154 Riverside Drive

1. Meeting Opening / Call to Order

Start Time 6:46 PM

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

<u>X</u> Jason Friedman, <i>President</i>	<u>X</u> Arthur Wypchlak, <i>Treasurer</i>	<u>X</u> Kelly Cole, <i>Asst. Secretary</i>
<u>X</u> Richard McFalls, <i>Vice President</i>	<u>X</u> Juliann Miles, <i>Secretary</i>	<u> </u>

Non-Voting Guests: Lisa Cahan Davis, Social Media Mgr

- Katherine Hatton, James Fitzpatrick, Michael Miles, Reynold Blight, & Tony Carey are in attendance. Hannah Globus joined at 7:13pm.

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

***Kelly Cole stated that 6pm starts are hard for people to attend.** I would like to stagger these hours.

***Katherine Hatton stated her schedule of her industry that the earlier time is worse for her**

***Juliann Miles: I believe we need to leave it for the chair’s discretion to establish those hours.**

Let’s pass info on to committee chairs to make that decision. Let’s say that it is duly noted.

***Reynold Blight: In our circumstance we have Ryan who can’t make those times. For continuity sake we are going to keep at the same time. We can catch up those who show up late.**

***James Fitzpatrick: Will 6:30 for Outreach and 7:30 for EAC work**

***Katherine: we talked this over. Given our schedules, we are going to pick our time and stick with it. EAC will be here.**

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

- Review and Approve GTLNC Executive Committee Minutes.

MOTION A: Approve the GTLNC June 18, 2019 Exec Minutes.

FIRST: Richard Mc Falls **SECOND:** Arthur Wypchlak. **VOTE:** 4 / 0 / 1

- Review and Approve GTLNC Board Minutes.

MOTION B: Approve the GTLNC June 18, 2019 Board Minutes as submitted.

FIRST: Richard McFalls **SECOND:** Arthur Wypchlak **VOTE:** 5 / 0 / 0

- Review and Approve GTLNC Board Agenda.



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MOTION C: Approve the GTLNC July 16, 2019 Board Agenda as amended.

FIRST: Kelly Cole **SECOND:** Richard McFalls **VOTE:** 4 / 0 / 1

d. Treasurer Report

- i. GTLNC Funding Dashboard Review
- ii. Review June 2019 MER; Toluca Lake Beautification Partners NPG is in needed. We will end June with \$37.00.

MOTION D: Approve the **June 2019 MER** and expenditures for reconciliation submission to the City Clerk.

FIRST: Jason Friedman **SECOND:** Juliann Miles **VOTE:** 5 / 0 / 0

MOTION E: Approve the Fiscal Year 2019- 20 Budget for submission to the City Clerk as presented to the City Clerk.

FIRST: Jason Friedman **SECOND:** Richard McFalls **VOTE:** 5 / 0 / 0

*James Fitzpatrick: Is this unusual that money is being swept over.

*Arthur Wypchlak: It is unusual. It is a one-off situation. Another example is the Cahuenga Addison lot.

*Kelly Cole: 1555 for elections is money we haven't paid out. What is that?

*Arthur Wypchlak: Big Boards & fliers. Lisa was running hot toward the end of the year. An invoice for her was submitted during the last week. I missed the invoice for TYS creative. City Clerk paid for Lisa. So, since they went and paid it, we have crossed into the next fiscal year.

*Kelly Cole: This is the same company that did the website?

*Arthur Wypchlak: That is a separate.

*Kelly Cole: I don't expect any election costs in 2019/2020.

*James Fitzpatrick: There is no money being designated to Elections?

*Arthur Wypchlak: This schedule was rolled from last year. This will be adjusted.

*James Fitzpatrick: I just wanted to have clarification. That the committee has money has money to spend.

*Tony Carey: Please look at funding the Emergency Prep. I think this is a great event to consider for this year.

*Hannah Globus: If Environmental decides to do an event that is \$1200. Do we just come back to the committee to see if this is something that we can have an adaptation?

*Arthur Wypchlak: We submit this budget to the City. We have the ability to work on the flexibility of this as the year goes on.

*Reynold Blight: Budget Advocates are not on here. We have supported them in the past. Are we planning on doing that this year?

*Arthur Wypchlak: We will discuss this. It will be a wait and see. We can re-budget funds from other traditionally funded events.

MOTION F: Approve the appointment of the President as the primary cardholder.

FIRST: Juliann Miles **SECOND:** Kelly Cole **VOTE:** 5 / 0 / 0

*Arthur Wypchak: Voted to approve President as the 2nd signer. We needed a separate motion identify a primary card holder.

*Reynold Blight: We would receive 2 cards. Correct?



*Arthur Wypchlak: That is correct. Treasurer was listed as a card holder at the last board meeting. However, there was no motions identifying the primary cardholder.

e. Administrative

i. Social Media Update:

Jason Friedman: We will be combining funds from previous social media, Shiny Object, etc. towards TYS.

Hannah Globus: Email events to Kelly Cole & Juliann Miles and issues with website/ website updates to Kelly Cole and Juliann Miles

ii. Website:

Jason Friedman Will go live this week. Schedule an apt with Cmte chairs so that we can review it before it goes live to the public.

Juliann Miles: Note from Outreach: Tony Carey suggested a launch for the new website when it is completed and up and running.

Tony Carey: Let's do a coordinated launch for the website. Reach out to Neighborhood Watch Captains as well as Community Organizations.

Kelly Cole: Are we going to have a time to look at it before it goes live?

Jason Friedman: Yes. Hence the reason we are setting up an apt.

Kelly Cole: Can we add photos?

Juliann Miles: I will set up a drive for photos to be added.

Kelly Cole: How will be updated

Jason Friedman: Agendas will be sent NC with JF & JM cc'ed

Katherine Hatton: We are paying someone to do that? Who do we email the minutes?

Juliann Miles: Upload your minutes to the drive under the appropriate folder

Katherine Hatton: Will there be a board member monitoring? Why them?

Jason Friedman: Yes, members of the executive team with Lisa will be monitoring. They have done work for us before. The work was good, and they are able to offer several services under one umbrella.

Katherine Hatton: Why don't we just have all the committee chairs email lisa directly and cc members of the executive team? Why the extra step?

Jason Friedman: It prevents wrong information from going out; Helps us save money on social media

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

a. Youth Board Member Appointments & GTLNC Elections Wrap Up

Katherine Hatton: Can we skip a & b and go to c. For consideration of time.

Jason Friedman: Things didn't go as smoothly for Elections. Any Youth Outreach?

Katherine Hatton: Aiden Mae

Juliann Miles: Aiden Mae attended an EAC meeting. She seemed enthused and joined the committee. We suggested that she apply for the youth seat.

Jason Friedman: What else did we do?

Kelly Cole: Joe spoke to the kids at Youth & Government. Juliann, I believe, sent out an email to the leaders of Youth and Government.

Jason Friedman: Let's do some outreach for those seats.



Kelly Cole: Did joe reach out to you to you regarding changing the by-laws.

Arthur Wypchlak: I believe there was a deadline; Joanne handled that issue. We can look into it.

b. Committee Chairs & Committee Duties/Responsibilities:

Jason Friedman: Info was put together for new chairs. It was emailed out. We will make sure Lisa is cc'ed.

c. General Board Meeting Protocol & Concerns

Juliann Miles: There were some issues and concerns brought up at the last Outreach meeting. I feel we need to bring these issues and concerns up so that they can be properly addressed. Members stated that they felt there wasn't clear communication with candidates prior to elections and after. Candidates felt they didn't know what was expected of them when they were elected. The new candidates didn't feel informed about what was going to take place on the day of installment. Finally, the candidates didn't know they could nominate a slate and felt that the slate nominated by Reynold Blight showcased that the Executive Committee was not being transparent. This lack of communication and understanding has caused the new candidates as well as a few current board members to feel the Executive Committee operates unfairly. Can we agree that these are the points of concerns?

Katherine H., James F., Kelly C., Tony C. & Hannah G.: say yes.

Juliann M: I understand and agree that the candidates did not have a lot of communication. I agree that there wasn't much information given out. However, GTLNC has a committee designed to handle these issues. That committee is not Executive. That committee is Outreach & Elections. During the candidate filing period and Executive Cmte expressed concern on the pre-election progressions and aske the Outreach & Elections if there was a plan as well as asking what exactly did Outreach & Elections need to assist in the success of the elections. During that time, members of the Outreach & Elections committee adamantly expressed that Outreach & Elections had been spending large quantities of time preparing for this, and they did not want Executive or any other committee stepping in to take over what they had been working on. Members and Chairs of Outreach & Elections stated that the only thing they needed assistance with was the funding portion. A special general board meeting was held to vote on these matters and discuss how the board can creatively spend those dollars to maximize them on the items decided by the Outreach & Elections Committee. Executive meeting respected the requests made by the committee members and chairs of Outreach & Elections. If people feel that there was a lack of a communication, it has nothing to do with Executive. If candidates felt that they were not properly prepared, that responsibility does not lie on Executive. What upsets me, is I sat there during the last general board meeting listening to how Executive is not transparent when 1.) No member from the Executive team nominated the slate. 2.) Nominating a slate for the executive team has taken place in the past few years, so this wasn't new. 3.) Executive asked to participate in the pre-election prep and planning as well as elections, and the committee was very adamantly told no. So, I'm perplexed how Executive is the problem when it did exactly what it was asked to do. Finally, if the committee what was in charge of something, it doesn't make it right to go accuse others. What was done at that general board meeting was not right. To accuse a group of people without any facts and to make unfounded statements about their integrity, is not right. I

Katherine Hatton: We were never involved when a slate has been proposed for an Executive. So, it felt like the Executive committee was being non transparent.

Juliann Miles: Who is we? Because you were are around when the last slate was proposed. You voted. You didn't have an issue, and there are minute to show that you were present and voted. So, who is we?

Katherine Hatton: Ok. I was not present after an election during a new installation with a slate proposed.

Kelly Cole: These are two different issues. Processes and procedures are the apples. I spoke at the board meeting of what goes on in executive. It was the way the slate was presented. I asked how is this going to happen. No answers. It



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wasn't that the slate wasn't appropriate. It had the appearance of impropriety. And the appearance is all that is needed. I felt that I was very much in my rights to say that. It appeared to me and several other people. The executive cmte. felt wronged. I don't look at it that way. The money being requested from Executive for Outreach and Elections, that's oranges.

Juliann Miles: No. I disagree. These are the same things. The reason people felt that there was a lack of transparency is because they lacked communication and information. A committee was in charge of that, and that committee was not Executive. The only part executive played in this issue, was doing as it was instructed by Outreach & Elections and that was setting up the special board meeting to allocate funds. So, let's address the source of the issue.

Hannah Globus: I want to say that I received quite a few emails and communications. It may have just been me. To me, it didn't seem nefarious. The fact there was a slate it seemed like there was an anointing.

Katherine Hatton: Yep, I got quite a few emails and communication.

Juliann Miles: Really, because I sent out most of the communications, so know there wasn't much information given. Let me ask this. If you knew you had the ability to nominate a slate, that you could nominate whoever your heart's content, would it still have felt like there was an anointing? If you had that information prior to coming that meeting, that you could nominate a slate, would you still feel the same way? And again, I want to point out, Reyn nominated the slate, & I, a member of the Executive Cmte., nominated and voted for Kelly C.

RB: I find this conversation interesting. When we were first starting this council, we had no plan. We just figured it out. I remember we had to talk people into running. This last time through, it was more people than we have had in our history. The people on that list are people who have shown that they are willing to take on the responsibilities associated with this volunteer position. I never assumed that presenting this slate would cause a problem. The process is and always has been that if we didn't agree, we break open for nominations and vote. I believe this system works. I honestly think this, what we saw at the general board meeting, is part of the process. It don't think that it was a huge break down in the system. This is a hard job that we have. Everyone loves to be on the sidelines and criticize. Very few like to jump in the middle and do the work.

Tony Carey: I just want to say that didn't get many emails and very little communication. Coming from the public side, know who your audience is. Can you please stop and observe the people on the other side. Please, have speakers to stick to time. People they want to learn agree. Pay attention. Let's educate the public and quit having what it feels like are conversations with yourselves.

Richard McFalls: I would like to say something. Exec committee meetings are open meetings. They are open to the general public. You can guess and speculate what happens here, or you could just show up. When I became interested in what the council was doing, I began to attend all of the committee meetings. I happen to wander into Executive. I attended this committee meeting several times. I asked questions. There are no secrets. If you want to know what happens, just come to the meetings. Last thing I can say is I don't want to feel like I am walking around with a target on my back.

Michael Miles: I have a question. Let's say that what is being said was true, that somehow people planned to submit a slate to vote on and had not discussed with the entirety of the board. Would that action be against the NC rules?



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Jason Friedman: No.

Kelly Cole: It is about the appearance of impropriety being unethical.

Michael M: So how can something have the appearance of impropriety, if even if they did it would be completely within the rules?

James F: If there was confusion. Call DONE out. Blame them for not doing their job.

Jason Friedman: Clear communication and duties are responsibilities of the Committee chairs. We need to work on preventing this from happening again. It would be great to have a handbook to hand out, lets build off of people being upset; I admit that I felt a little confused about exactly what Executive did. It took coming to the Exec meetings. I had to go back to old minutes and looking at the by-laws to see what was going on. These Exec meetings are open to the public.

Kelly Cole: I felt unwelcomed.

Hannah Globus: I want to second that.

Richard McFalls: I didn't feel unwelcomed. Anytime I asked a question, members of the committee stopped and provided answers. So, I never felt unwelcomed.

Jason Friedman: There was a presentation to the public that we weren't being transparent. I want to give as much power to the cmte. Chair as possible within the guidelines, so if they drop the ball or can't do anything, exec can support, but

Responsibility lies with the chair.

Katherine Hatton: Issues with committees and with elections. What we have talked about here is that people feel they aren't allowed to speak. Rather than point blame at a specific person, we should take the ego off the table. Let's take that off the table. Let's address the problem. Let's not make it a personal attacks.

Juliann Miles: I couldn't agree more. Let's not make personal attacks. Let's address the problem.

Hannah Globus: I was treated like my ideas were immature/naïve. I that things are being more open here. I feel like there is untangling to do. Let's have a convo about why something doesn't work rather than shut it down. How can we build trust from here? I want to move on. I don't have any hard feelings. I don't lose sleep at night because of what happen. How do we move on.

Juliann Miles: I believe you don't lose sleep. It was not your integrity that was gone after in a public arena. You were not accused of anything. The members of the Executive team were accused. Falsely. There is some much talk about untangling history, and starting fresh. Yet, on the first day, divisive words were said.

Tony Carey: Executive Board Members, how do we fix this?

Juliann M: Unfortunately, you don't. When those words were said, there were seeds planted. We can't un-ring a bell. I highly suggest that we implement a rule for a pause. If there are board members who are unsure on something, I would rather take a moment to provide clarity rather than an individual make an accusation against a board member.

Jason Friedman: There are a lot of things that I don't know. I would rather ask the question. If it isn't explained as we go.

Katherine Hatton: There are times when people speak up. And are talked down. I hope people are cognizant of that.

Reynold Blight: This whole thing has gotten a whole lot better. We are on a different level. We have a forum for people to speak up. An issue pops up and everyone shows up. They don't spend the time and energy to see it through. Keep beating the drum to make it bigger and better.



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Kelly Cole: I want to say I think the elections may have had issues, but it was a success. It was definitely a huge collective effort. We are the second smallest council and yet we were in the top 10% of voter turn out. There were many success that came from this election.

Jason Friedman: There are very specific responsibilities of chairs. If those chairs are unable to get done those things that need to get done, they are going to need to either ask for help or we are going to need to assign new chairs. The Cmt Chairs are in charge of cmte members. Be aware of the amount of people on your committee roster. Too many people can lead to a quorum issue. Make sure you take good minutes of the meetings. This meeting ran long. Let's keep board meetings as tight as possible.

Hannah Globus: Is Earth Day in Outreach?

Jason Friedman: Yes. It has been moved to Outreach.

6. Close Meeting:

Close Time 9:06 PM

7. Next Meeting: Tuesday, September 10, 2019 at 6:30pm – 10154 Riverside Drive Toluca Lake, CA 91602

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