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**EXECUTIVE COMMITTEE
MINUTES**

Tuesday, September 10, 2019 @ 6:30 PM
10154 Riverside Drive

1. Meeting Opening / Call to Order

Start Time 6:53 PM

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

X Jason Friedman, *President* X Arthur Wypchlak, *Treasurer* X Kelly Cole, *Asst. Secretary*
X Richard McFalls, *Vice President* X Juliann Miles, *Secretary* _____

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

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

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

a. Review and Approve GTLNC Executive Committee Minutes.

MOTION A: Approve the GTLNC July 9, 2019 Exec Minutes.

_____ **FIRST:** Arthur Wypchlak **SECOND:** Richard McFalls **VOTE:** / /
Kelly Cole requests to table motion A. Would like more time to review the minutes further.

MOTION B: Approve the GTLNC August 20, 2019 Special Exec Minutes as amended.

FIRST: Arthur Wypchlak **SECOND:** Richard McFalls **VOTE:** 4 / 0 / 1

b. Review and Approve GTLNC Board Minutes.

MOTION C: Approve the GTLNC July 16, 2019 Board Minutes as submitted.

FIRST: Kelly Cole **SECOND:** Richard McFalls **VOTE:** 5 / 0 / 0

MOTION D: Approve the GTLNC August 20, 2019 Special Board Minutes as amended.

FIRST: Richard McFalls **SECOND:** Arthur Wypchlak **VOTE:** 4 / 0 / 1

c. Review and Approve GTLNC Board Agenda.

MOTION E: Approve the GTLNC September 17, 2019 Board Agenda as amended.

FIRST: Arthur Wypchlak **SECOND:** Kelly Cole **VOTE:** 5 / 0 / 0
d. Treasurer Report



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- i. GTLNC Funding Dashboard Review
- ii. Review July 2019 & August 2019 MER

MOTION F: Approve the July 2019 MER and expenditures for reconciliation submission to the City Clerk.

FIRST: Kelly Cole **SECOND:** Richard McFalls **VOTE:** 5 / 0 / 0

MOTION G: Approve the August 2019 MER and expenditures for reconciliation submission to the City Clerk.

FIRST: Richard McFalls **SECOND:** Kelly Cole **VOTE:** 5 / 0 / 0

- iii. Reimbursements

MOTION G: Approve the reimbursement to Jason Friedman \$196.98 for out of pocket expenses incurred while the GTLNC bankcard was inactive. These expenses include \$179.03 for the July board meeting refreshments and \$17.95 for CERT expenses.

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

Jason Friedman recuses himself due to it being a reimbursement for himself.

e. Administrative

- i. Website Update: Jason Friedman
 - Website is about 90-95% accurate information plugged in.
 - Going to be doing an update on the committee page.
 - We are at a point where we can reach out to the Board for input/feedback. Kelly, can you please reach out for input.
- ii. Youth Board Member Appointments:
 - We have received several applicants. We have invited them to show up at the next meeting and to submit a letter intent.
- iii. General Board Set-Up Sign-Up
 - A hard copy will be available at the next meeting. All board members will be asked sign up prior to leaving.
- iv. Upcoming GTLNC Events
 - Halloween Bike Ride & Clean Streets coming up. Flyers via TYS. Email City attorney if we have questions on offering treats regarding the Halloween Bike Ride.
 - Turkey Trot: Outreach is considering sponsoring refreshments for the Turkey Trot prior to the run.
 - Valley Disaster Preparedness Fair: 10/12/19. Tony will be working the fair.
 - Changing the name of the Earth Day to Toluca Lake Day

Kelly Cole: I think it would be nice to rebrand the event. It may encourage other vendors to participate in the event as well as more of the community organizations. EAC is ok if we change the name.
- v. Discuss Submitted NPGs:
 - Jason Friedman: What is our philosophy regarding NPGs?
 - Kelly Cole: We have to be cautious of what NPGs we approve.



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-Jason Friedman: I feel like we have a very thoughtfully put together budget. It is difficult to dole out the dollars. I believe we are going to pass on these 3 NPGs for now.

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

• **Mission Statements**

-Juliann Miles: Do Mission statements need to be voted on the Board? At the last EAC meeting, I stated to the chairs that this doesn't require a board vote. However, Kelly brought up a good point. We have to be careful. What is the oversight on this to ensure that committees aren't putting out mission statements that match with the feel or thoughts of the community or the GTLNC. We could end up with a community putting out something that misrepresents the GTLNC.

-Jason Friedman. Committees need to have their autonomy. All items that are posted on social media, website, and newsletters, are approved by the Executive Committee. The Executive Committee would be able to prevent any issues that may appear in the future. Plus, we have certain guidelines established by DONE as well as the City.

• **Speaker Cards**

-Jason Friedman: What do you think about utilizing the speaker cards. We can have people fill out a speaker card to speak during the hot ticket issues. Then to help keep the speakers organized and help to keep the time in check, we call on those with the speaker card. That way we can limit the outburst that take place. This will assist in keeping minutes as well as maintaining order.

Kelly Cole: I think that is a great idea. I have even seen when they have individuals make a line and wait for the mic.

Richard McFalls: I have seen this as well. I am open to different methods to find a procedure that works.

• **Congress of Neighborhood Councils:**

-Kelly Cole: I want to remind everyone that registration is still open. It is on 9/28. I encourage everyone to attend.

-\$37.00 have been rolled over. We would need to appropriate those dollars prior to spending.

• **Name plates and Badges**

-Juliann Miles: Name plates and badges are done. I will pick them up and bring them to the next Board Meeting.

• **Minutes:**

-Jason Friedman: Please send out minutes 24hrs prior to meeting.

-Juliann Miles: Can do.

6. Close Meeting:

Close Time 8:14 PM

7. Next Meeting: Tuesday, October 8, 2019 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;



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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

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 para avisar al Concejo Vecinal."