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**EXECUTIVE COMMITTEE
MINUTES**

Tuesday, February 11, 2020 @ 6:30 PM
10154 Riverside Drive

1. Meeting Opening / Call to Order

Start Time 7:15 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*

Katherine Hatton is in attendance.

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 January 14, 2019 Exec Minutes.

FIRST: Kelly Cole **SECOND:** Arthur Wypchlak **VOTE:** 5 / 0 / 0

- b. Review and Approve GTLNC Board Minutes and Agenda.

MOTION B: Approve the GTLNC January 21, 2020 Board Minutes.

FIRST: Kelly Cole **SECOND:** Jason Friedman **VOTE:** 5 / 0 / 0

MOTION C: Approve the GTLNC February 18, 2019 Board Agenda as submitted.

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

-Katherine Hatton: I think it would be helpful to have a deadline regarding the submitting the bullet points to the Executiven Cmte as well as the posting the minutes and the agenda. Possibly 72hrs post meeting.

Kelly Cole: My concern is that the 72 hrs post meeting gives me less time to discuss things with my co-chair. If anything comes up or changes, we are locked in two weeks prior to the meeting. I would like that if we use this as a general rule but leave it flexible in case things come up or change. Since at the end of the day, it is the President’s discretion about what items are placed on the agenda.



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-Jason Friedman: I agree. The bullet points are items that are on your agenda. These are basic terms listed. I was taught by predecessor is that at the end of your committee meeting you should have the bullet points. We can be flexible.

-Kelly Cole: I just don't want it to be concrete, and then limit us placing items on the agenda.

-Jason Friedman: I will send out another email to the cmte chairs .

c. Treasurer Report

i. GTLNC Funding Dashboard Review:

-Jason Friedman: Can you please have this to present for the next board meeting.

-Arthur Wypchlak: I can do that.

-Juliann Miles: To prevent the next Tuesday from going long, would it behoove us to email this to all board members prior to the meeting?

-Jason Friedman: That may be an excellent idea.

-Arthur Wypchlak: I can do that.

ii. Review January MER

MOTION D: Approve the January 2020 MER and expenditures for reconciliation submission to the City Clerk.

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

d. Administrative

i. Website Update

MOTION E: Approve up to \$4800.00 on rentals for Tables, Chairs, Pop Up Tents, Umbrellas, and miscellaneous event equipment for the 2020 Taste of Toluca/Earth Day.

FIRST: Kelly Cole **SECOND:** Arthur Wypchlak **VOTE:** 5 / 0 / 0

MOTION F: Approve up to \$2100.00 on Marketing & Advertising for 2020 Taste of Toluca/Earth Day through social media marketing (Facebook Ads, Web Event Posting, etc.), color fliers, & vinyl banners.

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

Katherine Hatton: Do we have the banners from last year

Ju: No, but we can look into the pr

MOTION G: Approve up to \$700.00 on Volunteer Food and T-shirts for 2020 Taste of Toluca/Earth Day.

FIRST: Kelly Cole **SECOND:** Arthur Wypchlak **VOTE:** 5 / 0 / 0



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MOTION H: Approve up to \$2500.00 on permits and Health Dept fees for 2020 Taste of Toluca/Earth Day.

FIRST: Juliann Miles SECOND: Arthur Wypchlak VOTE: 5 / 0 / 0

ii. Upcoming GTLNC Events

-Arthur Wypchlak: Submitted the event approval form for Earth Day.

-Jason Friedman: We can talk about Earth Day. Does anyone have anything they would like to discuss?

-Kelly Cole: When is the clean up scheduled?

Katherine Hatton: It is scheduled for the following weekend.

Juliann Miles: Is this event still co-sponsored by EAC?

Katherine Hatton: Yes, we are still co-sponsoring.

Juliann Miles: Is Toluca Lake Elementary doing their clean up this year?

Richard McFalls: PTA is meeting tomorrow. I will get that date on that at the meeting.

Jason Friedman: Bloomfield project will be meeting Thursday night @ 6:30 at TLE. This is more of an Toluca Lake HOA meeting, but if you are able to attend, I recommend you do.

iii. CD4 Candidate Forum

Jason Friedman: This coming Sunday; Councilman Ryu will be there. We can attend it. So keep that in mind.

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

6. Close Meeting:

8:17 PM

7. Next Meeting: Tuesday, March 10, 2020 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;
- www.gtlnc.org; or
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.gtlnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact JULIANN MILES, Board Secretary via email at Juliann.Miles@gtlnc.org

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."