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**EXECUTIVE COMMITTEE
MINUTES**

Tuesday, Marc 10, 2020 @ 6:30 PM
10154 Riverside Drive

1. Meeting Opening / Call to Order

Start Time 7:25 PM

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

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

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

Joseph Roberts, Arielle Stern, Tony Carey, Freddy Cupen-Ames, & Karen Winchell

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

Arthur Wypchlak: reached out to AR, NoHo, will meet with the EAC to talk about this; they have chopped a lot of trees of the median; I would like to see if we can come together and decide what the best type of trees to put there, NoHo was receptive; I would like to see if the NC would like to come on board

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

- a. Review and Approve GTLNC Executive Committee Minutes.

MOTION A: Approve the GTLNC February 11, 2019 Exec Minutes.

FIRST: Kelly Cole **SECOND:** Arthur Wypchlak **VOTE:** 4 / 0 / 0

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

MOTION B: Approve the GTLNC February 18, 2020 Board Minutes.

FIRST: Kelly Cole **SECOND:** Arthur Wypchlak **VOTE:** 4 / 0 / 0

MOTION C: Approve the GTLNC March 17, 2019 Board Agenda as submitted.

FIRST: Juliann Miles **SECOND:** Arthur Wypchlak **VOTE:** 4 / 0 / 0

- c. Treasurer Report
 - i. GTLNC Funding Dashboard Review
 - ii. Review February MER

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



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FIRST: Kelly Cole SECOND: Jason Friedman _____ VOTE: 4 / 0 / 0

Arielle Stern: Social Media cost? We are paying for that? Is there are reason?

Jason Friedman: Yes, we are limited exactly on what we can on post. Our social media manager allows consistency in posts as well as assist in other administrative matters.

Kelly Cole: Historically there are some councils that don't have people handle social media. However, we have had some issues in the past with posts and emails.

Tony Carey: Do we have stats on this? If so, where we can view that information?

Juliann Miles: We receive stats on the newsletters on mailchimp, and we receive emails regarding nextdoor.

Kelly Cole: Freddy, is there is something written down somewhere where NC can post on social media and what not?

Freddy Cupen-Ames: Yes, we do have it written down somewhere; it is sensitive matter and we have issues with other councils where people were getting blocked; it is a robust policy written by the City Attorney; we gave feedback to the City Attorney, and we are waiting to hear back about it; I love social media but there are certain issues that arise with these various mediums that we have to consider.

Kelly Cole: This policy is being worked on, but nothing had been adopted.

Freddy Cupen-Ames: That's correct. If there is any doubt, contact the City Attorney.

Kelly Cole: So there is no posting of you can share or that they have to follow certain etiquette.

Freddy Cupen-Ames: Yes and no. There is a lot of conversations about this matter. Do these public comments become part of the brown act. If someone posts something negative or derogatory, do you/can you remove it or delete it; is removing/deleting these comments a violation of freedom of speech; there is a lot of conversation of how to address this; it varies on a case by case basis; essentially, it is the wild west until a policy is set.

Jason Friedman: Some of the surprise challenges we are having iswhat we can share regarding some of these community events; i.e. the Turkey Trot; there were restriction on promoting or helping a non-profit.

Arielle Stern: So if we weren't paying could we promote that?

Jason Friedman: No, because we are taxpayer funded and we are restricted in what we can do. We can't use public funds to market private businesses.

Freddy Cupen-Ames: Neighborhood Councils have found creative ways to help support community events such as having the City Councilmembers promoting/advertise these events; there are ways which ncs have been able to highlight their beautiful neighborhood within their nc without breaking the law.

Tony Carey: It is frustrating on the Outreach not being able to support things that the community has support for; the nc doesn't need to support it, but we need to find a solution.

Freddy Cupen-Ames: My philosophy is trying to find the creative yes

Tony Carey: It is a non-profit, what is the reason?

Freddy Cupen-Ames: I don't know what the reason from the City Attorney or the City Clerk; whether it is non-profit or not, there are ways that you are able to allow them to make a profit; the chamber of commerce can assist in the marketing and donation; they can do that, but neighborhood councils as an entity should remain as unbiased as possible.

Tony Carey: How do we get an answer as why; you are literally told two things; please tell me why.

Freddy Cupen-Ames: I would check the city clerk's checklist; for example, I had a neighborhood council that wanted to have a meeting at a ymca, but the ymca wanted individuals who were coming to the meeting to sign in due their own policy and restrictions, you limited who could attend and could potentially share public info. As I suggested before, attend a funding training so you can get more information about how these things work.

Tony Carey: I want an answer.

Arthur Wypchlak: Our contact at the City Clerk's office is Paola Poasada, her number is 213-978-1058.

Tony Carey: We want to go there and give it a shot

Freddy Cupen-Ames: That is my point of contact for my valley ncs.

Tony Carey: I will take your advice to learn more about the funding



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Freddy Cupen-Ames: I have brought this here; this is for you; I knew that was going need this and I wanted to be prepared

d. Administrative

i. Website Update:

Jason Friedman: Working with TYS for Earth Day stuff; that has been a main go to for the last couple weeks they were building the landing page for earth day; the Governmental Affairs needs to reflect Reyn and Kelly on the website

Kelly Cole: There are several things that need to be updated that need to the website.

Jason Friedman: There have been several things that have been done on the maintenance part; we need a price we can talk about regarding all the things that need to be done; all encompassing

MOTION E: Approve the revised GTLNC 2019-2020 Budget for submission to the Clerk as amended

FIRST: Juliann Miles **SECOND:** Arthur Wypchlak **VOTE:** / /

Jason Friedman: We will have a big discussion about whether or not we are having Earth Day, and we can discuss what we are are doing once we are seeing what is happening on that front. I ask we table it;

Tony Carey: We are asking if this is something that will be postponed or canceled. I would think that this will be postponed.

Jason Friedman: We have the third option as well; we are in position to see what is going to see; we can keep an eye on what is happening; and if things are safe we can have a lean Earth Day with less participants and attendees, or we can just wait and postpone until the summer months. We are in talks with the health department, the council's office and our elected officials. If we postpone, there will be different and new challenges. The rentals tend to be less available and more expensive during the summer months, and we also have the end of the fiscal year to think about. that month; we are proceeding with planning but are prepared to postpone.

MOTION F: Approve a 2020 NPG for Toluca Lake Elementary up to \$838.00 for the maintenance of the Duplo Duplicator as amended.

FIRST: Arthur Wypchlak **SECOND:** Juliann Miles **VOTE:** 4 / 0 / 0

Arthur Wypchlak: All NPG and check requests need to be submitted by beginning of June; we have to get that all in before 5/21, historically there is a lot of back and forth, and I like to build some room for that back and forth.

Kelly Cole: how about we put up to in the motions.

MOTION G Approve a 2020 NPG for Toluca Lake Elementary up to \$3033.00 for the Accelerated Reader Program as amended.

FIRST: Kelly Cole **SECOND:** Arthur Wypchlak **VOTE:** 4 / 0 / 0

MOTION H: Approve \$150.00 for GTLNC website SSL Certificate and Installation.

FIRST: Arthur Wypchlak **SECOND:** Juliann Miles **VOTE:** / /

Freddy Cupen-Ames: when you look at the URL bar http without the s it



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Joseph Roberts Why are we paying for; it doesn't take much time to install and you can find them for free.

Jason Friedman: It is definitely worth asking; I'll look into it

Arielle Stern: Yes, I don't think it is high risk.

Arthur Wypchlak: Clerk wants a service agreement. So we can postpone this and include an explanation as well as this cost.

Joseph Roberts yes this doesn't take a lot of time to install and it can be free

Juliann Miles: I agree that it warrants a conversation; is there any issue if do not have it while looking into this?

Joseph Roberts: no

Jason Friedman moves to table motion

MOTION I: Approve \$17.95 for 2019 CERT expenses as amended.

FIRST: Kelly Cole SECOND: Juliann Miles VOTE: 3 / 0 / 1

MOTION J: Approve \$125.00 to TYS for the Halloween Bike and Scooter Ride Flyer Design.

FIRST: Arthur Wypchlak SECOND: Juliann Miles VOTE: 4 / 0 / 0

Jason Friedman: This motion for TYS is because we are backed up.

Kelly Cole: Will they let us pay them without a contract?

Arthur Wypchlak: For this payment yes; what they want is a contract for is there website work.

Kelly Cole: They are ok for payment as a vendor but not for doing website work?

Arthur Wypchlak: Any vendor that we have a relationship with 3+ months they want a contract.

Kelly Cole: Can we use a credit card?

Arthur Wypchlak: I tried that; I used Xapnet as an example; however they want a contract; Freddy we had the bike ride in October; we need an event form; she was upset that we had events such as National Night Out and did not have all those documents in place; she said that because of this that executive committee needs go to a training; she would make it a requirement for us; the issue is that we were told that we need this after the bike ride and she was upset that we had repeated the action with National Night Out which was prior to that event. Can you assist us in this matter?

Freddy Cupen-Ames: Yes. Let me know how I can assist.

ii. Upcoming GTLNC Events

Jason Friedman: As I stated before, as the chair of public safety; we don't want to have a slim turnout or risk safety. We will continue our conversations with the Public Health Dept., our councilman, and representatives. We will follow their advisement on how to proceed.

Juliann Miles: I do have a question. I have received emails that I have been cc'ed where board members have had discussions on what the board should and should not do. I have not participated in them because I am was under the impression that this is would a serial meeting.

Freddy Cupen-Ames: Whether or not this is a serial meeting is not a determination I can make. That is a legal matter. Was the entire board member was on the email?

Kelly Cole: No Arielle Stern was not on it.



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Juliann Miles: And we have Lee who has an accommodation who was also not on that communication.

Freddy Cupen-Ames: Do you have a standing rules?

Juliann Miles: We have unofficial standing rules on how we should conduct things, but no. Would you assist in this?

Freddy Cupen-Ames: I will email some examples.

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

Jason Friedman: Formal ways for committees to propose things for the agenda.

Juliann Miles: How about adding to that to the standing rules; we can include that template.

Kelly Cole: The overlap regarding the budget and the election: the issue that every executive committee is seated every year; one concept that may work for the previous executive committee

Juliann Miles: We can that in there as well; one committee may focus on allocations based on outreach via community improvements & public safety while another would like to focus on outreach through street banners and pamphlets

Kelly Cole: Exactly, they would have the freedom

Juliann Miles: It would be a great idea to submit to that suggest as part of the standing rules and that can be handed to the next board

Kelly Cole: We may not want to be tied into that and it gives them flexibility

Juliann Miles: Again it would be a great idea to submit that suggest as part of the standing rules and that can be handed to the next board

Freddy Cupen-Ames: You can do an administration packet change

Kelly Cole: You mean resubmitting the budget to the clerk

Freddy Cupen-Ames: The booklet I gave Tony specifically talks about the admin packet; there are trainings and forms; it tells you what information to resubmit; it is has been done quickly; they have the changes to happen quickly; the treasures's job is to move those funds

Tony Carey: The committee should come in prepared as well; understanding what those other needs are; coming for everyone to understand what they voting for

Jason Friedman: The logistics of it was Committee chairs expressed the needs of the committee and those funds were established with those in mind and voted by the Board.

6. Close Meeting:

__ 8:56 __ PM

Close Time

7. Next Meeting: Tuesday, April 14, 2020 at 6:30pm – 10154 Riverside Drive Toluca Lake, CA 91602

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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

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