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**EXECUTIVE COMMITTEE  
MINUTES**

**Tuesday, May 12, 2020 @ 6:30 PM**

**ZOOM – Meeting ID 986-2836-8338**

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IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ON ZOOM AND BE ACCESSIBLE TELEPHONICALLY.

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**1. Meeting Opening / Call to Order**

Start Time 6:34 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*  
*Tony Carey, Ryan Altoon, Freddy Ames-Cupen, & Katherine Hatton.*

**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 March 10, 2020 Exec Minutes as amended.

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

**MOTION B:** Approve the GTLNC May 19, 2020 Board Agenda as amended.

**FIRST:** Juliann Miles      **SECOND:** Richard McFalls      **VOTE:** 5 / 0 / 0



- b. Treasurer Report
- i. GTLNC Funding Dashboard Review
  - ii. Review March & April MER

**MOTION C: Approve the March 2020 MER and expenditures for reconciliation submission to the City Clerk.**

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

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

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

**Jason Friedman:** I had to purchase the zoom using GTLNC email address; Arthur, we are going to have to see if there is a credit on that most recent zoom charge.

- c. Administrative
- i. Social Media, Newsletters, & Website

**Jason Friedman:** We had a request files/ minutes and agendas from a stakeholder this Friday. It bumped up the urgency to get those items posted on the website. Juliann provided the links to the documents that need to be updated on the site. Hopefully, we will have that issue taken care of soon

**Juliann Miles:** I want to remind committee chairs that they need to upload their minutes to the drive. It is crucial that we keep that documentation up to date. When we have these requests it should not be an issue to provide that information and to be able to provide it quickly. Maintaining proper records is incredibly important and necessary. If any of you decided no longer to chair, a new board member should also be able to pull those records when requested.

**Arthur Wypchlak:** Was this a blanket request or was this a request for specific minutes?

**Jason Friedman:** This was a specific to planning

- ii. Upcoming GTLNC Projects
  - a.) Covid-19 Ad-Hoc:

**Jason Friedman:** We created a Covid 19 ad-hoc committee. Kelly is the chair of this committee and she can give us an update on what was discussed.

**Kelly Cole:** Tony and I chair Outreach, and we as well as Hannah, Arthur and Arielle are on this committee. We wanted to do a printed post card and mail it out to all addresses in the area. We wanted to have material that has our information to let the community know that we are here during this time. It would be \$3500 to print everything and have it delivered. We can take advantage of the funding changes to get this project out. Now, I understand that DONE wants us to go back through the normal channels and since it was not ready for this board meeting it may be a moot idea. We also did a survey. We had 10 responses. They all said they were handling this quarantine well. Someone had questions about unemployment and I directed her to people who could help her. That is really it. Juliann did some work as well and I would love to hear about that. Tony is there anything I should add?

**Tony Carey:** No, you are good.

**Jason Friedman:** Thank you so much Kelly. Thank we are going to go to Katherine.

**Katherine Hatton:** This is from earlier for uploading minutes. Minutes need to be officially approved by a motion. When do we post these minutes? Can it wait until they are passed before posting them on the drive?

**Juliann Miles:** Yes. It can wait until you pass the minutes before you post them.

**Katherine Hatton:** So it can wait for that month?

**Juliann Miles:** Yes, that is fine. A month behind is easy to have a conversation to have about providing draft minutes or to explain about approved minutes. Just to be clear, Environmental is golden. They are doing great. What became



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apparent during this request that there are some committees who have not uploaded minutes for months or they have 1 or 2 set of minutes in a year uploaded on the drive. So, I am referring to the bigger issue.

**Kelly Cole:** One more thing, 9 of the 10 people said that GTLNC is doing a great job. They were all very complimentary on the job we are doing.

b.) Community Clocktower NPG

**MOTION E: Approve a 2020 NPG for Toluca Lake Beautification Partners up to \$5000.00 for the Clock Beautification Project on Riverside Dr.**

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

- **Ryan Altoon:** This project is something that the Community Partners has been working on. This will be replacing a dilapidated sign. We are taking this through the proper channels to get a permit for this. We did a 3 bid system for this project. We hope to get the permit in the next few months. This space is next to where community events take place. We have hosted events in the chase parking lot. This will make it safer for pedestrians come in. Seating for people to enjoy the space. Clock will be illuminated at night. It has music. It is one of the first streetscape elements. We are well on the way on this project. We are asking for additional funding. to bring this into fruition.

**\*\*How much is this project\*\***

**Ryan Altoon:** \$50,000 roughly. We are getting as much as we can in the forms of in-kind donations and reduced fees. Chase will continue to provide water and power. City will fold this into their insurance. Landscape architect are providing free work. Landscape engineer providing free work for this. This is more for the physical materials. We even got a discount on the benches.

**Jason Friedman:** Who does the maintenance?

**Ryan Altoon:** Toluca Lake Beautification Partners will take care of that. The company who maintains the clock at Kenneth village & Americana is the same company that produces these throughout the nation and they have a local group. They will maintain the clock.

**Kelly Cole:** The clock has already be purchased?

**Ryan Altoon:** Yes

**Kelly Cole:** How much?

**Ryan Altoon:** I believe \$25000

**Kelly Cole:** You will need another \$25000 to finish?

**Ryan Altoon:** Beyond the demo of the site, installation; coding the electrical; rerouting irrigation; installation of plants. More of the hard component. As well as the specialty pavers; pouring new concrete foundations. We need additional funds to make this project pencil.

**Kelly Cole:** I know the chamber has been talking about the clock for some time.

**Ryan Altoon:** Their overature was to use Toluca Lake Beautification Partner. Originally it was going to be a drop a clock into the previous location. It became something more and to make a purpose behind it. How do people engage with these things. More of a district identifier.

**Kelly Cole:** So Beautification wrote the checks for the clock?

**Ryan Altoon:** Yes, as well as Universal.

**Kelly Cole:** Will it have some sort of plaque?

**Ryan Altoon:** It will. It will have plaques that will have donors. It will list all donors and contributing partners. There will be space for our bronze, platinum, and gold donors. We will give credit for their meaningful contribution.

**Kelly Cole:** All 4 faces are the same as what we can see?



**Ryan Altoon:** Yes. It plays songs. It will have up lighting in the landscaping, as well as up lighting under the benches. The benches will have arm rests to discourage the misuse of public space.

**Richard McFalls:** Will there be any other signage to identify community?

**Ryan Altoon:** We haven't gotten to that part yet. Seating area donated by, or something to that aspect. Every piece of this matters.

**Richard McFalls:** I was thinking of more welcome to Toluca Lake.

**Ryan Altoon:** At the top of the clock there is the ability to add the signage like Toluca Lake Village.

**Kelly Cole:** Has the bank been approached?

**Ryan Altoon:** They have not been approached yet. We have started with a fundraising approach. For the fact they are paying for the water and the power as well allowing us to encroach. We will of course invite them to.

**Kelly Cole:** This request would come out of this calendar year?

**Jason Friedman:** Yes, this would come out this year.

**Kelly Cole:** This would come out because we didn't have earth day?

**Jason Friedman:** Yes, with Earth Day being a large one that we are not doing. Obviously, we have some funds that we will have for the end of the fiscal year.

**Arthur Wypchlak:** We had our entire budget programmed. Because Covid 19 crisis blew a hole in our budget that is unspent at the end of March. Portion of that is Earth Day and the other unspent funds.

**Kelly Cole:** In other words, we have it. Have we heard anything if we are going to be roll funds forward?

**Arthur Wypchlak:** The city had a motion to approve that. That all unspent funds for this fiscal year will be rolled over or encumbered.

**Kelly Cole:** So both of those things have been voted on and approved.

**Arthur Wypchlak:** According to the motion I saw on the city website.

**Ryan Altoon:** This question did come up in planning. Freddy, if you can chime up.

**Jason Friedman:** Did you hear that question? Can you give a deeper explanation about what is able to be rolled over?

**Freddy Cupen Ames:** GTLNC has 22,000+ net available assuming no other items will be spent for the upcoming board meeting. For that 22,000, 10,000 will be rolled over. Any other funds remaining will be left up to the board to let go or encumber. Encumbering is what I am looking into. As what the city clerk defines as what can be encumbered. It is DONE's recommendation to take action on funds. Act on anything that may be encumbered rather than wait. Here is the caveat, neighborhood councils cannot have funds for future expenditures. Little details can get very frustrating and confusing which is why the City Clerk is in charge of what actions taken by the board will be approved or denied. That's why board action on those funds may be swaying factor on taking action on those funds. I know that is a vague answer.

**Kelly Cole:** Thank you. Related question. Do we know if we are going to get that same budget for next year as this year?

**Freddy Cupen Ames:** No, there will be budget cuts across the board. There is 2.3 million on the table across the board. NCs rolling over the entirety of their funds, no. If all neighborhood councils were to receive \$42,000 that is 4.8 million from the general budget. 2.3 million is what is on the table that hasn't been spent.

**Kelly Cole:** I want to know what the budget is 2020/2021 year.

**Freddy Cupen Ames:** We don't know there may be a 10% budget cut. They are trying to do furlows rather than layoffs. I don't know.

**Kelly Cole:** Do you know when we will know?

**Freddy Cupen Ames:** When we know, we will send out via empowerla newsletter.

**Jason Friedman:** Any other questions regarding motion E

**Juliann Miles:** NPGs passed in March. Should we submit them in May.

**Arthur Wypchlak:** We should defer to Freddy regarding motions.

**Jason Friedman:** We had NPGs that Exec passed in March, can we submit them in May.



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**Freddy Cupen Ames:** If they passed in March yes. If the Board hasn't taken action, you can take action in May and submit them.

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

**Tony Carey:** If someone wants to run for the Executive Committee, how is that done. Nominate? Self-nominate?

**Jason Friedman:** Not sure they are nominated. Ryan you want to chime in on this.

**Ryan Altoon:** It takes place the first meeting of the next fiscal year. Individuals running or slates can self-affirm or someone can nominate. If someone nominate you, you have to accept that nomination. If multiple people run then you go by one by one for each position.

**Tony Carey:** Do you know if people go one by one

**Ryan Altoon:** Even if there is a slate that is non-contested, you would still cast your votes individual.

**Tony Carey:** Is it possible to know who is running beforehand. We don't need what happened last year to happen again.

**Ryan Altoon:** It us up to this board to do what you need best.

**Kelly Cole:** We just think that if people know if someone is happy in that position and wants to run again, the others may consider different positions to run for.

**Juliann Miles:** I have a suggestion. Let's just make an announcement at the next board meeting. Then individuals have a month to email the board the positions they are interested in. Then on the day, people know a head of time and people can still self-nominate or nominate others or a slate on the day of.

**Tony Carey:** If that person wants to stay in there, then we know. Juliann can you do that. Let people know.

**Juliann Miles:** I sure can.

6. **Close Meeting:**

Close Time 7:36 PM

**Next Meeting:** Tuesday, June 10, 2020 at 6:30pm – Zoom Meeting 986-2836-8338

**These are minutes and not a transcript.**

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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](http://www.gtlnc.org)

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**DRAFT**