



MINUTES
EXECUTIVE/ BOARD MEETING
July 14, 2020
6:34pm
[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.

Persons on the phone wishing to attend the Board telephonically may also dial (669) 900-9128, and enter the webinar ID number above and then press # twice to join the meeting. Instructions on how to sign up for public comments will be given to listeners at the start of the meeting.

EXECUTIVE COMMITTEE			<i>X = Present, AB = Absent, EX = Excused</i>		
X	Jason Friedman	<i>PRESIDENT</i>	X	Robyn Allyn	<i>SECRETARY</i>
X	Juliann Miles	<i>VICE PRESIDENT</i>	X	Katherine Hatton	<i>ASST. SECRETARY</i>
X	Arthur Wypchlak	<i>TREASURER</i>			

2 attendees.

MEETING MINUTES: 6:34pm

		Topic	Responsible Person												
1.	6:34	Meeting Opening / Call to Order	Jason Friedman, <i>President</i>												
2.	10 minutes	Open Public Forum - (Two (2) Minutes per Speaker) <i>No public</i>													
3.	10 minutes	Board Member News and Announcements - (Two (2) Minutes per Speaker) <i>No comment</i>													
4.	10 minutes	Minutes & Agendas <i>(One (1) Minute per Speaker, per Agenda Item Allotted)</i>	Jason Friedman, <i>President</i>												
		a.) Review and Approve GTLNC Executive Committee Minutes. MOTION A: Approve the GTLNC June 9, 2020 Exec Minutes. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 2px;"><i>Jason Friedman</i></td> <td style="border-right: 1px solid black; padding: 2px; text-align: center;"><i>Y</i></td> <td style="border-right: 1px solid black; padding: 2px;"><i>Robyn Allyn</i></td> <td style="padding: 2px; text-align: center;"><i>A</i></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><i>Juliann Miles</i></td> <td style="border-right: 1px solid black; padding: 2px; text-align: center;"><i>Y</i></td> <td style="border-right: 1px solid black; padding: 2px;"><i>Katherine Hatton</i></td> <td style="padding: 2px; text-align: center;"><i>A</i></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><i>Arthur Wypchlak</i></td> <td style="border-right: 1px solid black; padding: 2px; text-align: center;"><i>Y</i></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table> <p>Y- Yes N- No I- Ineligible A- Abstain R- Recusal E- Excused</p> <p>Katherine Hatton: clarification, should she vote if not on Exec yet. Robyn Allyn: Robyn as well. Jason Friedman: abstain from vote, Robyn too. Katherine Hatton: Should minutes be exact or not?</p>	<i>Jason Friedman</i>	<i>Y</i>	<i>Robyn Allyn</i>	<i>A</i>	<i>Juliann Miles</i>	<i>Y</i>	<i>Katherine Hatton</i>	<i>A</i>	<i>Arthur Wypchlak</i>	<i>Y</i>			VOTE: 3 / 0 / 2 <i>First: Juliann Miles</i> <i>Second: Arthur Wypchlak</i>
<i>Jason Friedman</i>	<i>Y</i>	<i>Robyn Allyn</i>	<i>A</i>												
<i>Juliann Miles</i>	<i>Y</i>	<i>Katherine Hatton</i>	<i>A</i>												
<i>Arthur Wypchlak</i>	<i>Y</i>														



Juliann Miles: using a video recording would be a great way to go forward.
Katherine Hatton: using email or date to be added but not necessarily opinions.

MOTION B: Approve the GTLNC June 30, 2020 Exec Minutes.

<i>Jason Friedman</i>	<i>Y</i>	<i>Robyn Allyn</i>	<i>Y</i>
<i>Juliann Miles</i>	<i>Y</i>	<i>Katherine Hatton</i>	<i>Y</i>
<i>Arthur Wypchlak</i>	<i>Y</i>		

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

b.) Review and Approve GTLNC General Board Minutes.

MOTION C: Approve the GTLNC June 23, 2020 General Board Minutes as amended.

<i>Jason Friedman</i>	<i>Y</i>	<i>Robyn Allyn</i>	<i>Y</i>
<i>Juliann Miles</i>	<i>Y</i>	<i>Katherine Hatton</i>	<i>Y</i>
<i>Arthur Wypchlak</i>	<i>Y</i>		

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

Katherine Hatton: Request minutes have specific information included. Asked to amend the minutes. Katherine Hatton withdraws motion and requests, Pg 19 have Slowstreetsatgtlnc.org email address added.

Jason Friedman: asks if Robyn accepts amended motion.

Robyn Allyn: yes, accepts amended motion

Amendment: Approve the GTLNC June 23, 2020 General Board Minutes with amendment.

<i>Jason Friedman</i>	<i>Y</i>	<i>Robyn Allyn</i>	<i>Y</i>
<i>Juliann Miles</i>	<i>Y</i>	<i>Katherine Hatton</i>	<i>Y</i>
<i>Arthur Wypchlak</i>	<i>Y</i>		

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

MOTION D: Approve the GTLNC June 30, 2020 General Board Minutes.

<i>Jason Friedman</i>	<i>Y</i>	<i>Robyn Allyn</i>	<i>Y</i>
<i>Juliann Miles</i>	<i>y</i>	<i>Katherine Hatton</i>	<i>Y</i>
<i>Arthur Wypchlak</i>	<i>Y</i>		

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

c.) Review and Approve GTLNC General Board Agenda.

VOTE: 5 / 0 / 0

First: Robyn Allyn

Second: Katherine Hatton

VOTE: 5 / 0 / 0

First: Robyn Allyn

Second: Arthur Wypchlak

VOTE: 5 / 0 / 0

First: Robyn Allyn

Second: Arthur Wypchlak

VOTE: 5 / 0 / 0

First: Robyn Allyn

Second: Katherine Hatton



		<p><u>MOTION E: Approve the GTLNC July 21, 2020 General Board Agenda.</u></p> <table border="1" data-bbox="345 436 805 516"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Juliann Miles</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wypchlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes N- No I- Ineligible A- Abstain R- Recusal E- Excused</p>	Jason Friedman	Y	Robyn Allyn	Y	Juliann Miles	Y	Katherine Hatton	Y	Arthur Wypchlak	Y			<p>VOTE: 5 / 0 / 0 <i>First: Katherine Hatton</i> <i>Second: Robyn Allyn</i></p>												
Jason Friedman	Y	Robyn Allyn	Y																								
Juliann Miles	Y	Katherine Hatton	Y																								
Arthur Wypchlak	Y																										
<p>5.</p>	<p>10 minutes</p>	<p>Treasurer Report <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i></p>	<p>Arthur Wypchlak, <i>Treasurer</i></p>																								
		<p><u>MOTION F: Approve the June 2020 MER and expenditures for reconciliation submission to the City Clerk.</u></p> <table border="1" data-bbox="345 863 805 942"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Juliann Miles</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wypchlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes N- No I- Ineligible A- Abstain R- Recusal E- Excused</p> <p><u>MOTION G: Approve the Fiscal Year 2020- 21 Budget for submission to the City Clerk as presented to the City Clerk.</u></p> <table border="1" data-bbox="345 1150 805 1230"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Juliann Miles</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wypchlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Jason Friedman: <i>Reduced budget by about 24%, down to \$32,000.</i> Robyn Allyn: <i>Asks a question regarding Earth Day not taking place and the role it will play on the budget. Ask whether it will minimize the impact of the budget reduction.</i> Jason Friedman: <i>Explains new budget. Mentions website will require more hours since more posting is needed.</i> Katherine Hatton: <i>Suggests a board member take on some of the website duties.</i> Juliann Miles: <i>Thinks it is best to maintain the current workflow to make sure all work is being handled.</i> Arthur Wypchlak: <i>This is just a budget and amounts can move throughout the year.</i> Jason Friedman: <i>Likes saving cost whenever possible. Good idea to have someone paid rather than volunteers since a lot of work is required. Let's see how things go for three months. Labor intensive, includes agenda etc, time sensitive. Must be in compliance.</i> Robyn Allyn: <i>Lisa (wedsite) is worth every penny as it is so much work.</i> Jason Friedman: <i>This is not a huge increase to this service. Let's check back in in a few months. Jason reads through the budget. Many upcoming events will be canceled: National Night Out, etc, Will need to make sure we have money for upcoming election and outreach.</i> Robyn Allyn: <i>List activities that will not be performed due to COVID. Asks if budget is adequate enough to maintain necessary functions. No food for meetings and other items not needed because of virtual meetings.</i></p>	Jason Friedman	Y	Robyn Allyn	Y	Juliann Miles	Y	Katherine Hatton	Y	Arthur Wypchlak	Y			Jason Friedman	Y	Robyn Allyn	Y	Juliann Miles	Y	Katherine Hatton	Y	Arthur Wypchlak	Y			<p>VOTE: 5 / 0 / 0 <i>First: Robyn Allyn</i> <i>Second: Juliann Miles</i></p> <p>VOTE: 5 / 0 / 0 <i>First: Juliann Miles</i> <i>Second: Arthur Wypchalak</i></p>
Jason Friedman	Y	Robyn Allyn	Y																								
Juliann Miles	Y	Katherine Hatton	Y																								
Arthur Wypchlak	Y																										
Jason Friedman	Y	Robyn Allyn	Y																								
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Arthur Wypchlak	Y																										



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Jason Friedman: confirms that we can still function and do outreach. Will encourage that committees propose a motion after doing all due diligence before putting forth that motion. i.e.: photos, costs, scope of work
Katherine Hatton: Asks for something that will show 2019-2020 compared to 2020-2021 budget.
Arthur Wypchlap: Kelly has asked for this info, will get to you soon.
 Budget for 2019-2020 \$42,000
 Budget for 2020-2021 \$32,000
Jason Friedman: We have the framework, so any motions passed with reflect in budget.

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

MOTION H: Approve \$7,500 from encumbrances fund for WRT Forman Parking project.

Jason Friedman	Y	Robyn Allyn	Y
Juliann Miles	Y	Katherine Hatton	Y
Arthur Wypchlap	Y		

Arthur Wypchlap: the next motions are procedural for encumbered funds.
Tony Carey: Can the budget be sent before the next general board meeting.
Juliann Miles: Yes. The budget is included in materials sent to the board prior to the meeting. I will make sure Robyn includes it.

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

MOTION I: Approve \$3,000 from encumbrances fund for TYS website services.

Katherine Hatton: Less than impressed with TYS and website.
Jason Friedman: Provides challenges GTLNC and TYS have encountered with maintaining the website. Lots of work to be done and happy to have Lisa helping out.
Katherine Hatton: List issues with TYS in site maintenance. Would like to minimal tasks allocated to the board to maintain.
Juliann Miles: Agrees with Katherine Hatton. Suggest in those task be allocated to social media manager.
Jason Friedman: Agrees. Discusses the goal and for social media and website updates and maintenance and the tasks that will be given to each. Feels good that with the new Exec board's help will improve the work done with Lisa (website).

Jason Friedman	Y	Robyn Allyn	Y
Juliann Miles	Y	Katherine Hatton	Y
Arthur Wypchlap	Y		

Y- Yes N- No I- Ineligible
 A- Abstain R- Recusal E- Excused

M-H VOTE: 5 / 0 / 0
 First: Juliann Miles
 Second: Robyn Allyn

M-I VOTE: 5 / 0 / 0
 First: Arthur Wypchlap
 Second: Juliann Miles



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	<p><u>MOTION J: Approve \$1,036.46 from encumbrances fund for Appleone Invoice for Social Media Admin.</u></p> <table border="1"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Juliann Miles</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wypchlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes N- No I- Ineligible A- Abstain R- Recusal E- Excused</p> <p><u>MOTION K: Approve \$125 from encumbrances fund for TYS 2019 Halloween Bike Ride.</u></p> <table border="1"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Juliann Miles</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wypchlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes N- No I- Ineligible A- Abstain R- Recusal E- Excused</p> <p><i>Jason Friedman: Will record all meetings and last for thirty days only. Will upload to drive so we can send if anyone asks for it. For committee chairs...make sure you let them know it's being recorded.</i></p>	Jason Friedman	Y	Robyn Allyn	Y	Juliann Miles	Y	Katherine Hatton	Y	Arthur Wypchlak	Y			Jason Friedman	Y	Robyn Allyn	Y	Juliann Miles	Y	Katherine Hatton	Y	Arthur Wypchlak	Y			<p><u>M-J VOTE: 5 / 0 / 0</u> <i>First: Juliann Miles</i> <i>Second: Arthur Wypchalk</i></p> <p><u>M-K VOTE: 5 / 0 / 0</u> <i>First: Juliann Miles</i> <i>Second: Robyn Allyn</i></p>
Jason Friedman	Y	Robyn Allyn	Y																							
Juliann Miles	Y	Katherine Hatton	Y																							
Arthur Wypchlak	Y																									
Jason Friedman	Y	Robyn Allyn	Y																							
Juliann Miles	Y	Katherine Hatton	Y																							
Arthur Wypchlak	Y																									
<p>6. 10 minutes</p>	<p>On-Going Business <i>(One (1) Minute per Speaker, per Agenda Item Allotted)</i></p>	<p>Jason Friedman, President</p>																								
	<p>a.) Administrative i. Website Update-<i>Lisa will posts documents to website, Robyn & Katherine will collect docs to get to her.</i> ii. Meeting Recordings-<i>All meetings will be recorded in future-good for 30 days, will live on our drive.</i> b.) Board Recognition-<i>next mtg recognize youth board members.</i> c.) Youth Board Seat-<i>President can appoint, Arielle great candidate & wants to appoint right away.</i></p> <p><u>MOTION L: Approve recommendation to GTLNC Board for the consideration of Arielle Stern for the GTLNC Youth Board Seat, Fiscal Year 2020/21.</u></p> <table border="1"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Juliann Miles</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wypchlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p><i>Jason Friedman: wants to reappoint Arielle to be a youth board member.</i> <i>Katherine Hatton: Thinks she is a great candidate.</i></p> <p>Y- Yes N- No I- Ineligible A- Abstain R- Recusal E- Excused</p>	Jason Friedman	Y	Robyn Allyn	Y	Juliann Miles	Y	Katherine Hatton	Y	Arthur Wypchlak	Y			<p><u>M-L VOTE: 5 / 0 / 0</u> <i>First: Juliann Miles</i> <i>Second: Katherine Hatton</i></p>												
Jason Friedman	Y	Robyn Allyn	Y																							
Juliann Miles	Y	Katherine Hatton	Y																							
Arthur Wypchlak	Y																									
<p>7. 10 minutes</p>	<p>New Business: <i>News, announcements, topics of discussion</i> <i>(One (1) Minute per Speaker, per Agenda Item Allotted)</i></p>	<p>Jason Friedman, President</p>																								



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	<p>Juliann Miles: Rehalled our agenda, in future board meetings to be respectful of people's time & time limits. Katherine Hatton: Asks about process for a CIS, would like a clearer process on submitting them. Juliann Miles: What has been done in the past, GAC has handled this. Can ask if they want to take on again. Katherine Hatton: Great idea for a CIS Juliann Miles: Ask board about how they want handle Jason Friedman: Likes the idea of GAC to handle CIS</p>	
8.	Meeting Adjourned 7:38pm	Jason Friedman, <i>President</i>
Next meeting: Tuesday, September 8, 2020 – via Zoom		

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested to dial *9, when prompted by the presiding officer, 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:

- Discovery Store (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 Robyn Allyn, Board Secretary via email at Robyn.Allyn@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 Robyn Allyn, Secretary of the Mesa Directiva, por correo electrónico Robyn.Allyn@gtlnc.org para avisar al Concejo Vecinal."