



# MINUTES EXECUTIVE/ BOARD MEETING

January 12, 2021  
6:47pm

<https://us02web.zoom.us/j/97941372867>



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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      |
| X                   | Colby Jensen    | <i>VICE PRESIDENT</i> | X   | Katherine Hatton |
| X                   | Arthur Wypchlak | <i>TREASURER</i>      |   |                  |
|                     |                 |                       | <i>SECRETARY</i>                              |                  |
|                     |                 |                       | <i>ASST. SECRETARY</i>                        |                  |

## MEETING AGENDA:

| Topic                  |   | Responsible Person  |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|------------------------|---|---|-----------------------|---|--------------------|---|---------------------|---|-------------------------|---|------------------------|---|--|--|
| 1.                     | 6:30  | <b>Meeting Opening / Call to Order</b>  |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        |   | <i>Jason Friedman, President</i>  |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
| 2.                     | 6:30 – 6:40<br>10 minutes   | <b>Open Public Forum - (Two (2) Minutes per Speaker)</b>                                      |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
| 3.                     | 6:40 – 6:50<br>10 minutes   | <b>Board Member News and Announcements - (Two (2) Minutes per Speaker)</b>                    |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
| 4.                     | 7:40 – 7:50<br>10 minutes   | <b>Minutes &amp; Agendas</b><br><i>(One (1) Minute per Speaker, per Agenda Item Allotted)</i> |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        |   | <i>Jason Friedman, President</i>  |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | a.) Review and Approve GTLNC Executive Committee Minutes.   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | <b><u>MOTION A: Approve the GTLNC November 10, 2020 Exec Minutes.</u></b>   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | <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;">Y</td> <td style="border-right: 1px solid black; padding: 2px;"><i>Robyn Allyn</i></td> <td style="padding: 2px; text-align: center;">Y</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;"><i>Colby Jensen</i></td> <td style="border-right: 1px solid black; padding: 2px; text-align: center;">A</td> <td style="border-right: 1px solid black; padding: 2px;"><i>Katherine Hatton</i></td> <td style="padding: 2px; text-align: center;">Y</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;">Y</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table> |   | <i>Jason Friedman</i> | Y | <i>Robyn Allyn</i> | Y | <i>Colby Jensen</i> | A | <i>Katherine Hatton</i> | Y | <i>Arthur Wypchlak</i> | Y |  |  |
| <i>Jason Friedman</i>  | Y   | <i>Robyn Allyn</i>  | Y                     |   |                    |   |                     |   |                         |   |                        |   |  |  |
| <i>Colby Jensen</i>    | A   | <i>Katherine Hatton</i>   | Y                     |   |                    |   |                     |   |                         |   |                        |   |  |  |
| <i>Arthur Wypchlak</i> | Y   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | Y- Yes<br>A- Abstain  |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | N- No<br>R- Recusal   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | I- Ineligible<br>E- Excused   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | b.) Review and Approve GTLNC General Board Agenda.  |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | <b><i>VOTE: 4 / 0 / 1</i></b><br><i>First: Katherine Hatton</i><br><i>Second: Robyn Allyn</i>   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |
|                        | <b><i>VOTE: 5 / 0 / 0</i></b><br><i>First: Katherine Hatton</i>   |   |                       |   |                    |   |                     |   |                         |   |                        |   |  |  |



|                |                           |  |  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
|----------------|---------------------------|--|--|---|-------------|---|--------------|---|------------------|---|----------------|---|--|--|------------------------------------|---|-------------|---|--------------|---|------------------|---|----------------|---|--|--|---|
|                |                           | <p><b>MOTION B: Approve the GTLNC January 19, 2021 General Board Agenda.</b></p> <table border="1"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Colby Jensen</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wychlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes                                      N- No                                      I- Ineligible<br/>     A- Abstain                                      R- Recusal                                      E- Excused</p>  | Jason Friedman                           | Y | Robyn Allyn | Y | Colby Jensen | Y | Katherine Hatton | Y | Arthur Wychlak | Y |  |  | <p><i>Second: Colby Jensen</i></p> |   |             |   |              |   |                  |   |                |   |  |  |   |
| Jason Friedman | Y                         | Robyn Allyn  | Y  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Colby Jensen   | Y                         | Katherine Hatton   | Y  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Arthur Wychlak | Y                         |  |  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| 5.             | 7:50 – 8:00<br>10 minutes | <p><b>Treasurer Report</b><br/> <i>- (One (1) Minute per Speaker, per Agenda Item Allotted)</i></p>  | <p>Arthur Wypchlak, <i>Treasurer</i></p> |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
|                |                           | <p><b>MOTION C: Approve the November 2020 MER and expenditures for reconciliation submission to the City Clerk.</b></p> <table border="1"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Colby Jensen</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wychlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes                                      N- No                                      I- Ineligible<br/>     A- Abstain                                      R- Recusal                                      E- Excused</p> <p>c.) Review and Approve GTLNC General Board Agenda.</p> <p><b>MOTION D: Approve the December 2020 MER and expenditures for reconciliation submission to the City Clerk.</b></p> <table border="1"> <tr> <td>Jason Friedman</td> <td>Y</td> <td>Robyn Allyn</td> <td>Y</td> </tr> <tr> <td>Colby Jensen</td> <td>Y</td> <td>Katherine Hatton</td> <td>Y</td> </tr> <tr> <td>Arthur Wychlak</td> <td>Y</td> <td></td> <td></td> </tr> </table> <p>Y- Yes                                      N- No                                      I- Ineligible<br/>     A- Abstain                                      R- Recusal                                      E- Excused</p> <p><i>Arthur Wychlak: Jason asked to explain our budget for the year</i></p> | Jason Friedman                           | Y | Robyn Allyn | Y | Colby Jensen | Y | Katherine Hatton | Y | Arthur Wychlak | Y |  |  | Jason Friedman                     | Y | Robyn Allyn | Y | Colby Jensen | Y | Katherine Hatton | Y | Arthur Wychlak | Y |  |  | <p><b>VOTE: 5 / 0 / 0</b><br/> <i>First: Robyn Allyn</i><br/> <i>Second: Katherine Hatton</i></p> <p><b>VOTE: 5 / 0 / 0</b><br/> <i>First: Robyn Allyn</i><br/> <i>Second: Arthur Wychlak</i></p> |
| Jason Friedman | Y                         | Robyn Allyn  | Y  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Colby Jensen   | Y                         | Katherine Hatton   | Y  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Arthur Wychlak | Y                         |  |  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Jason Friedman | Y                         | Robyn Allyn  | Y  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Colby Jensen   | Y                         | Katherine Hatton   | Y  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| Arthur Wychlak | Y                         |  |  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| 6.             | 8:00 – 8:10<br>10 minutes | <p><b>On-Going Business</b><br/> <i>(One (1) Minute per Speaker, per Agenda Item Allotted)</i></p> <ul style="list-style-type: none"> <li>Funding questionnaire procedures</li> </ul>  | <p>Jason Friedman, <i>President</i></p>  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
|                |                           | <p><i>Jason Friedman: In order for funding to be submitted to Exec, form must be filled out prior to mtg.</i><br/> <i>Kelly Cole: Asks for clarification.</i><br/> <i>Jason Friedman: Explains in greater detail on policy format.</i><br/> <i>Katherine Hatton: asks about timeline for submittance of funding form.</i><br/> <i>Robyn Allyn: added clarification questions for funding timeline.</i></p>   |  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |
| 7.             | 8:10 – 8:20<br>10 minutes | <p><b>New Business: News, announcements, topics of discussion</b><br/> <i>(One (1) Minute per Speaker, per Agenda Item Allotted)</i></p> <ul style="list-style-type: none"> <li>GTLNC office</li> </ul> <p><i>Jason Friedman: Nithya office will be closing our office so we need to find a new location to store our stuff. He reached out to Gibson to see if we can eliminate a few unnecessary items. Working with Colby on ideas for office space.</i></p>  |  |   |             |   |              |   |                  |   |                |   |  |  |                                    |   |             |   |              |   |                  |   |                |   |  |  |   |



**Katherine Hatton:** asks about the current location position. Firm deadline to move out of space.

**Jason Friedman:** Might have a small shared space available outside of our area but would like to find a place before end of March deadline.

**Kelly Cole:** Katherine & Kelly volunteered to go through items to consolidate before move.

- Appoint new board member(s)

**Jason Friedman:** Juliann & Tony are no longer on our Board. Tim Davis & Kevin Dees are two candidates who Jason would like to recommend.

**MOTION E: Approve a Neighborhood Purpose Grant in the amount of \$6,000 to Toluca Lake Beautification Partners, to cover the expense of weekly trash service of the (10) GTLNC trash receptacles located on Riverside Dr. Funds cover the expenses for the 20/21 fiscal year (July-June), and allows for the continuation of service to maintain public health and safety, and continue to support the local businesses in Toluca Lake.**

|                |   |                  |   |
|----------------|---|------------------|---|
| Jason Friedman | R | Robyn Allyn      | R |
| Colby Jensen   | Y | Katherine Hatton | A |
| Arthur Wychlak | Y |                  |   |

Y- Yes

A- Abstain

N- No

R- Recusal

I- Ineligible

E- Excused

**Dana Boyd:** explained the history of trash cans in Toluca Lake. GTLNC 15 years ago purchased the trash cans along Riverside Dr and has paid for trash pick up until TLBP, HOA & Garden Club continued to pay for trash service but at this time is unable to continue.

**Colby Jensen:** asks question regarding trash service.

**Robyn Allyn:** asks how the city stopped paying for trash pick up and the TL organizations to take on this service.

**Ryan Altoon:** Tom Labonge through his term paid for the trash service.

When David Ryu became councilman stopped this service so local organizations stepped in to pay for trash service. Thought it was a good idea to go back to the Neighborhood Council to help with trash service for public safety and health issues.

**Kelly Cole:** Is this in addition to already funds given previously.

**Jason Friedman:** No this would not be a new line item.

**Arthur Wypchak:** as clarifies this information.

**Ryan Altoon:** explains the history of local organizations contributions.

Chamber has never paid for trash service. TL HOA & Garden Club paid for two years & TLBP has paid for the last three years.

**Katherine Hatton:** asks for clarification of what this NPG would cover.

Would we be able to ask for funds for something in the past?

**Arthur Wypchak:** will reach out to the city clerk to see what the expectations are for this NPG.

**Katherine Hatton:** asks about "process of complaints" question.

**Jason Friedman:** explains his knowledge of what action would be taken.

**Katherine Hatton:** asks if Jason is always aware of complaints being made to DONE.

**Jason Friedman:** answers no he is not always aware.

**VOTE:** 2 / 0 / 1

First: Colby Jensen

Second: Robyn Allyn



|   |               |  |                                  |
|---|---------------|--|----------------------------------|
|   |               | <p><b>Kelly Cole:</b> Outreach Mtg was postponed until this Friday. Wants to add a Motion for targeted funding for upcoming the election for up to \$500.</p> <p><b>Katherine Hatton:</b> need to find a person to replace Tony's job of posting to our Public Notification Board.</p> <p><b>Jason Friedman:</b> Election candidate filings have opened if you want to run for a board seat. Closes Feb 23rd.</p> <p><b>Katherine Hatton:</b> Can we approve that TYS update our VotetoTL.</p> |                                  |
| <b>8.</b>   | <b>8:05pm</b> | <b>Meeting Adjourned</b>   | Jason Friedman, <i>President</i> |
| Next meeting: <b>Tuesday, February 9, 2021</b> – 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](http://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>

**THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Robyn Allyn, Board Secretary via email at [Robyn.Allyn@gtlnc.org](mailto:Robyn.Allyn@gtlnc.org).

**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](http://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](mailto: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](http://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](mailto:Robyn.Allyn@gtlnc.org) para avisar al Concejo Vecinal."