



## WINNETKA NEIGHBORHOOD COUNCIL

20122 Vanowen St., Winnetka, CA 91306  
[WinnetkaNC.com](http://WinnetkaNC.com) @WinnetkaNC  
 Board@WinnetkaNC.com



President	Vice-President	Secretary	Treasurer	Parliamentarian
Eric Lewis	Erick Lace	John Poer	JJ Popowich	Trevor Owen
<b>Board Members</b>				
Steven Fuhrman	Madison Lamoreaux	Victor Lerma	Kathleen Pelaez	Tess Reyes-Dunn
Bettie Ross-Blumer	Tom Sattler	David Uebersax	Vacant	vacant (Youth Rep)

## SPECIAL GENERAL MEETING MINUTES

**Tuesday, June 23, 2015, 7:30 PM**

**Winnetka Convention Center, 20122 Vanowen St., Winnetka, CA 91306**

(Located next to Winnetka Bowl, ground floor of hotel)

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: **Winnetka Recreation Center**, 8401 Winnetka Ave.

XXThe public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is not specifically listed on this agenda yet is within the Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card ensures that each speaker's name is complete and correct in the meeting's Minutes. Public Comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a Board vote on any item, any member of the public who has not filled out a Speaker Card will be accorded 1 minute to make a statement. This period will last no longer than 5 minutes total.

### 1. Convene Meeting, 7:55PM

Pledge of Allegiance,  
 Board Member Roll-Call [2 min]

Board Member	Jan.13 2015	Feb. 10	Mar 10	Apr 14	May12	Jun 9	Jun 23	Aug 11	Sept 8	Oct13	Nov10
Steven Fuhrman	AE	x	x	x	x	X	X				
Erick Lace	X	x	x	x	x	X	X				
Madison Lamoreaux	x	AE	x	x	ae	A	A	Res	Res	Res	
Victor Lerma	X	x	ae	L 9:40	x	X	X				
Eric Lewis	X	x	x	x	x	X	X				
Mary Ellen Moreno	X	x	ae	x	x	A	Res	Res	Res	Res	
Trevor Owen	X	x	x	x	x	A	X				
Kathleen Pelaez	X	x	x	x	x	A	X				
John Poer	X	x	x	X	x	X	X				
JJ Popowich	X	x	ae	Le	ae	X	X				

Tess Reyes-Dunn	X	x	x	X	A	A	A				
Bettie Ross-Blumer	AE	AE	x	X	x	AE	X				
Tom Sattler	X	X	x	X	x	X	AE				
David Uebersax	X	X	x	X	x	X	A				
<b>TOTAL</b>	<b>11</b>	<b>12</b>	<b>11</b>	<b>14</b>	<b>11</b>	<b>8</b>	<b>9</b>				

**2. NOTICE:** The Winnetka NC currently has a vacant seat that will be filled by board assignment at the July 14, 2015 General Board Meeting. Interested candidates should send an email to the board expressing their interest and qualifications, and attend the 7/14 meeting.

Three people have expressed interest:

- Carlos Perez
- Walter Vaneggas
- Craig Ruggless

**3. Public Comments:** Comments from the public on any items not specifically listed on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other government agency. [3 min each, 15 min max]  
Poer noted that the building at Winnetka & Vanowen referred to as the AT&T building has been painted to remove graffiti and the weeds cut down. The Board expressed appreciation for the efforts of Jenny Portillo and the staff at Councilmember Blumenfield’s office to get this done.

**4. TABLED** Discussion and approval of the Winnetka NC Minutes for June 9, 2015. (Poer) [3 min]

**NEW & RETURNING AGENDA ITEMS**

Discussion and board action is possible on the following agenda items.

**5.** Discussion and possible action on the submission of a letter regarding issues arising from the 2012 widening of the LA River Bridge on Winnetka Ave. (Uebersax) [5 min]

Motion: Popowich                      Second: Ross-Blumer

**APPROVED:** 9-0-0 Consensus

**WNC-2015-062315-01**

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	x					
Lace, Erick	x					
Madison Lamoreaux					x	
Lerma, Victor	x					
Lewis, Eric	x					
Owen, Trevor	x					
Pelaez, Kathleen	x					
Poer, John	x					
Popowich, JJ	x					
Reyes-Dunn, Tess					x	
Ross-Blumer, Bettie	x					
Sattler, Tom					x	
Uebersax, David					x	

Total	9	0	0	0	4	0
-------	---	---	---	---	---	---

6. Discussion and possible action regarding providing funding to the Canoga Park/West Hills Chamber of Commerce for sponsorship of the 2015 Memorial Day Parade, for outreach purposes, at a cost of \$750. (Lewis) [5 min]

Discussion:

Fuhrman feels we should get more from the parade if we are going to contribute.

Lewis and Owen : Need better management of people AFTER the parade so they come to outreach area, Possibly have a celebrity to be there after the parade.

Owen would like to use money to buy more swag items.

**MOTION:** Allocate \$750 from the unallocated funds to the Canoga Park/West Hills Chamber of Commerce parade sponsorship

Motion: Lewis                      Second: Owen

**APPROVED: 7-2-0**

**WNC-2015-062315-02**

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	X					
Lace, Erick		X				
Madison Lamoreaux					X	
Lerma, Victor		X				
Lewis, Eric	X					
Owen, Trevor	X					
Pelaez, Kathleen	X					
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess					X	
Ross-Blumer, Bettie	X					
Sattler, Tom					X	
Uebersax, David					X	
<b>Total</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>

7. Discussion and possible action regarding providing funding for the 2015 NC Congress, at a cost of \$250. (Lewis) [5 min].

Popowich feels it is a waste of money and unnecessary.

Lewis feels we should contribute.

**MOTION:** Provide funding for the 2015 Neighborhood Council Congress in the amount of \$250.

Motion: Lewis                      Second: NONE

NO VOTE

8. Discussion and possible action regarding reallocating any unused budget items from the current fiscal year to be used for alternate WNC operational, committee, or outreach purposes. (Lewis) [10 min]

Discussion of not doing NPG's which are really "donations" rather than for specific benefits. Grants should be for specific benefits, not just general contributions. DONE has rejected this type of item. Valley Village was rejected because the word "donation" was in the application.

Some LA USD NPGs were rejected because of technical errors in the submissions.

Sunnybrae School doesn't have an Asst. Principle and two sigs are needed.

LEWIS: We do the NPGs at the last minute and we need to get them done earlier.

Erick Lace to order shirts which were approved in August 2014 for \$200 (8 shirts @ \$25 each).

Popowich: All Invoices to be in by Fri. Jun 26.

Poer to contact Wendy and request invoice for SSL Certificate for the website.

**MOTION:**

- Allocate \$175 for SSL licensing for WinnetkaNC.com.
- Allocate \$1,425 for children’s tote bags and reusable shopping bags from MARCO

Motion: Lewis

Second: Owen

**APPROVED: 9-0-0**

**WNC-2015-062315-03**

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	X					
Lace, Erick	X					
Madison Lamoreaux					X	
Lerma, Victor	X					
Lewis, Eric	X					
Owen, Trevor	X					
Pelaez, Kathleen	X					
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess					X	
Ross-Blumer, Bettie	X					
Sattler, Tom					X	
Uebersax, David					X	
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>

9. Discussion and possible action regarding board approval of the necessary reallocation of unused budget items from the current fiscal year to be used to fund the approved financial items listed in this agenda, and approval of the modified WNC FY14-15 Budget, to be sent to DONE for their approval. (Lewis) [10 min]

**MOTION:** To reallocate unused budget items from current fiscal year as follows:

- Remove \$600 from Valley Village NPG which was rejected by DONE to unallocated
- Remove \$600 from NPG for International Special Olympics since they did not provide paperwork.
- Remove \$250 from funds allocated to Martin Outdoor Media for an outstanding invoice from 2013-2014 which was paid by DONE.

Motion: Lewis

Second: Owen

**APPROVED: 8-0-1**

**WNC-2015-062315-04**

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	X					
Lace, Erick	X					
Madison Lamoreaux					x	
Lerma, Victor			X			
Lewis, Eric	X					
Owen, Trevor	X					
Pelaez, Kathleen	X					
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess					X	
Ross-Blumer, Bettie	X					

Sattler, Tom					X	
Uebersax, David					X	
<b>Total</b>	<b>8</b>	<b>0</b>	<b>1</b>		<b>4</b>	

**10. Budget & Finance Committee (Uebersax/Popowich) [60 min]**

- Discussion and possible action regarding preparation and completion of the entire WNC Fiscal Year 2015-2016 Budget Proposal, using the DONE Budget forms, for submission to DONE prior to the 7/1/2015 deadline.

**MOTION:** The WNC Board approves the adoption of the 2015-2016 FY Budget as outlined below and authorizes the President, Treasurer, and Assistant Treasurer to submit the budget and all related required forms to the Department of Neighborhood Empowerment:

- The WNC allocates \$7,703, 18.34% of our budget for Operations as follows:
  - Storage Fees (ExtraSpace Storage): \$2600
  - Miscellaneous Expenses: \$765.00 consisting of \$125 for Name Badges, \$100 for sand bags, \$40 for bungee cords, and \$500 misc.
  - Office Equipment & Supplies: \$2,737.50 consisting of \$100 for paper for Board usage, \$1,500 for toner for the Treasurer & Secretary, and \$1,137.50 for a new computer for the Treasurer
  - Postage: \$100. For use by the Treasurer
  - Temporary Staff: \$1,500
- The WNC allocates \$20,298, 48.33% of our budget for Outreach as follows:
  - Advertising: \$1,622.50, consisting of \$437.50 for Nationwide Displays to cover a 2013 invoice, \$530 for Vertical Banners, \$495 for LA City Publishing for business cards, and \$160 for polo shirts for new Board members
  - Events: \$6,150 consisting of \$1,000 for Memorial Parade Sponsorship, \$350 for Winnetka NC Community Night, \$1,000 for WNC Spring Clean, \$800 for Spelling Event, \$1,00 for a Public Safety event, \$500 for a Public Works & Transportation event, \$1,000 for a Youth event, and \$500 for other Outreach expenses.
  - Meeting: \$900 for food for Board meetings
  - Newsletter: \$4,800
  - Website Maintenance: \$6,825 including \$6,000 for Moore Business Results, \$175 for SSL Licensing, \$250 for Constant Contact, \$200 for webhosting, and \$200 for website domain fees.
- The WNC allocates \$1,500, 3.57% of our budget, for Community Improvement Projects
- The WNC allocates \$2,500, 5.95% of our budget, for Neighborhood Purpose Grants to be issued in the following manner:
  - Unspecified NPG Q-1: \$500
  - Unspecified NPG Q-2: \$500
  - Unspecified NPG Q-3: \$500
  - Winnetka Park Halloween Event: \$1,000
- The WNC allocates \$10,000, 23.81% of our budget, or Election Expenses to be distributed in the following manner:
  - \$9,600 for Newsletters
  - \$4,00 for Election Day Event Expenses

Motion: Popowich

Second: Lewis

**APPROVED: 9-0-0**

**WNC-2015-062315-05**

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	X					
Lace, Erick	X					
Madison Lamoreaux					X	

Lerma, Victor	X					
Lewis, Eric	X					
Owen, Trevor	X					
Pelaez, Kathleen	X					
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess					X	
Ross-Blumer, Bettie	X					
Sattler, Tom					X	
Uebersax, David					X	
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>

Move to approve the Strategic Plan.

Motion: Lace Second: Owen

**WNC-2015-062315-06**

**APPROVED: 9-0-0** by consensus

Motion to approve Outreach Survey

Motion: Lace Second: Owen

**APPROVED: 9-0-0** by consensus -

**WNC-2015-062315-07**

**11. Good of the Order [2 min]**

No discussion.

**12. Future Agenda Items & other Calendar Events [2 min]**

No discussion.

**13. ADJOURNMENT: 10:28PM**

Members of the public may request and receive, without undue delay, copies of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka

Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at 818-341-6256, or please send an e-mail that states the accommodations that you are requesting to [jpoer@winnetkanc.com](mailto:jpoer@winnetkanc.com). *SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (310) 562-3268.*

**PROCESS FOR RECONSIDERATION**

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

**PROCESS FOR FILING A GRIEVANCE**

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad-hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council

Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days, for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panel's collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.