



Winnetka Neighborhood Council

GENERAL MEETING MINUTES

Tuesday, June 13, 2017, 6:30 PM

Winnetka Convention Center,

20122 Vanowen St. Winnetka, CA 91306

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

board@winnetknc.com | www.winnetkaNC.com | @winnetkaNC



President	Vice-President	Secretary	Treasurer	Parliamentarian
JJ Popowich	VACANT	Matthew Gregorchuk	Jaime Pelaez	Franklin Solis
Board Members				
Steven Fuhrman	Erick Lace	Eric Lewis	Carlos Perez	Tess Reyes-Dunn
Tamicka Green	John Poer	Ajantha Sriramya	David Uebersax	Jonathan Lewis

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., CA 91306 and are available on our website at www.winnetkanc.com. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website below:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

The 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. **MEET & GREET** (Refreshments) [10 min] _____ # of Guests
2. **CONVENE MEETING**
3. **PLEDGE OF ALLEGIANCE** [1 min]

- Mr. Popowich asked Mr. Poer to conduct the pledge of allegiance.

4. **BOARD MEMBER ROLL CALL** [2 min]

Board Member	Present	Absent	Excused
Ajantha Sriramya	X		
Carlos Perez	X		
David Uebersax	X		
Eric Lewis	L		
Erick Lace	X		
Franklin Solis	X		
Jaime Pelaez	L		
JJ Popowich	X		
John Poer	X		
Jonathan Lewis	X		
Matthew Gregorchuck	L		
Steven Fuhrman	X		
Tamicka Green	X		
Tess Reyes-Dunn	X		
	14	0	

- Those Board members showing an “L” next to their name were present but arrived late.

5. MEETING RULES & ANNOUNCEMENTS [2 min]

- a. Planning 101 Workshop, June 17, 2017, from 9:00 AM - 12:00 PM, at Rose Goldwater Community Center at Westfield Topanga (Corner of Vanowen St and Owensmouth Ave.) - a Councilmember Blumenfeld event.

- Mr. Popowich reviewed the meeting minutes and explained that due to the busy agenda he would need to be strict on the time. He also announced the event listed above.

6. APPROVAL OF MINUTES [5 min]

- a. **WNC-061317-01:** January 2017

- Mr. Lace asked if we can approve all together.
- Mr. Popowich said that minutes are critical and he would prefer a recorded vote to make it as official as possible.
- Mr. Lace moved to approve

WNC-2017-061317-01: The WNC Board approves the meeting minutes the January 10, 2017 meeting as presented.

- Ms. Reyes-Dunn seconded the motion
- There was some discussion about whether a Board member could vote if they were not present and some indicated they could not because they either had not read the minutes or was not present.
- Mr. Popowich called roll.

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya	X				
Carlos Perez	X				
David Uebersax			X		
Eric Lewis				X	
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez				X	
JJ Popowich	X				
John Poer	X				
Jonathan Lewis					X
Matthew Gregorchuck				X	
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn	X				
Vacant					
TOTALS:	10	0	1	3	1

- Mr. Popowich confirmed the vote passed 10-0-1

- b. **WNC-061317-02:** March 2017

- Mr. Lace made the following motion:

WNC-2017-061317-02: The WNC Board approves the meeting minutes for the March 14, 2017 meeting as presented.

- Mr. Solis second the motion.
- Mr. Popowich called roll.

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya	X				
Carlos Perez	X				
David Uebersax			X		
Eric Lewis				L	
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez				L	
JJ Popowich	X				
John Poer	X				
Jonathan Lewis					X
Matthew Gregorchuck				L	
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn	X				
Vacant					
TOTALS:	9	0	1	3	1

- Mr. Popowich confirmed the vote passed 9-0-1

c. **WNC-061317-03:** April 2017

- Mr. Lace made the following motion:

WNC-2017-061317-03: The WNC Board approves the meeting minutes for the April 11, 2017 meeting as presented.

- Ms. Reyes-Dunn seconded the motion.
- Mr. Poer asked to change the footer at the bottom of each page and change the title from Agenda to Minutes.
- Mr. Popowich agreed to the changes.
- Mr. Lace and Ms. Reyes-Dunn agreed to the amended motion.

WNC-2017-061317-03: The WNC Board approves the meeting minutes for the April 11, 2017 meeting as amended.

- Mr. Popowich called roll

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya	X				
Carlos Perez	X				
David Uebersax			X		
Eric Lewis				L	
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez				L	
JJ Popowich	X				
John Poer	X				
Jonathan Lewis	X				
Matthew Gregorchuck				L	
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn	X				
Vacant					
TOTALS:	10	0	1	3	0

- Mr. Popowich stated motion passed 10-0-1

d. **WNC-061317-04: May 2017**

- Mr. Jonathan Lewis made the following motion:

WNC-2017-061317-04: The WNC Board approves the meeting minutes for the May 9, 2017 meeting as presented.

- Ms. Reyes-Dunn seconded the motion.
- Mr. Poer requested the footer be changed to reflect the meeting date.
- Mr. Popowich accepted the change.
- Mr. J. Lewis and Ms. Reyes-Dunn agreed to the amendment.

WNC-2017-061317-04: The WNC Board approves the meeting minutes for the May 9, 2017 meeting as amended.

- Mr. Popowich called roll

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya	X				
Carlos Perez	X				
David Uebersax			X		
Eric Lewis				L	
Erick Lace			X		
Franklin Solis	X				
Jaime Pelaez				L	
JJ Popowich	X				
John Poer	X				
Jonathan Lewis	X				
Matthew Gregorchuck	X				
Steven Fuhrman			X		
Tamicka Green	X				

Tess Reyes-Dunn	X				
Vacant					
TOTALS:	9	0	3	2	0

- Mr. Popowich stated the motion passed 9-0-3

7. GOVERNMENT REPRESENTATIVES [5 min each, 20 min max]

a. Updates: The latest information from representatives of the offices of Mayor Garcetti, Councilman Bob Blumenfield (CM BB), Congressman Brad Sherman (CMN BS), State Senator Fran Pavley (S FP), State Assemblyman Matt Dababneh (ASM MD), the LAPD, LAFD, LAUSD, Dept. of Neighborhood Empowerment (DONE), Board of Neighborhood Commissioners (BONC), and any other local, state, or federal agencies in attendance.

- Mr. Popowich asked Officer Poepke to speak first.
- Officer Poepke indicated that crime is down, however we are still seeing break-ins through gates that are left unlocked or through the back of a house. Car break-ins are still a problem. The best protection is to remove your valuables and lock your cars. Thieves are walking around checking for unlocked cars. She spoke about their homeless summit. She spoke about the new homeless zones that allow a person to live in their parked car. The homeless cannot stay in red zones, but they can stay in yellow zones during specific hours, and can live in green zones as long as they want. The LAPD can address people who are caught in zones out of the hours where they are living in their cars, but if the person says the vehicle does not work they cannot tow it. Homeless are allowed to live and pop up tents on sidewalks, even in residential zones during night hours but have to be gone by 6 AM. If items are stolen the police can only address it if the person is willing to file a complaint. If the person cannot or will not file a complaint the officers cannot do anything. Currently there is only one officer assigned to Winnetka and they are supposed to police 30,000 people. Due to shortages in coverage they find that they can only respond to the calls they receive which makes it very hard to due to traffic enforcement. She suggested that you place children at play signs as a way to encourage people to slow down.
 - Mr. Lace commented that when it comes to the cones or the children at play signs and it does help slow traffic near schools.
 - Mr. Perez commented that we do have some of those signs available and will provide it to stakeholders upon request.
 - Mr. Fuhrman asked who would be liable if someone is injured on the sidewalk.
 - Ms. Elizabeth – (Blumenfield) commented it would likely be the City that is responsible for the walkway.
 - Officer Poepke commented that it's the City's responsibility.
 - Mr. Poer asked what the status was for people who park on the parkway.
 - Officer Poepke said that would be a question for Parking Enforcement.
 - Ms. Reyes-Dunn commented that she has problems too many people living in houses and there is no parking. As a result they fill up the parking in the neighborhood and leave trash and vomit in the area.
 - Mr. Popowich asked Ms. Reyes-Dunn to hold comments for her item on the agenda.
 - Mr. Solis wanted to thank Officer Poepke and the other officers for all their efforts to keep our community safe.

- Officer said the map is located on the LA City Dwelling website and the map can be downloaded.
- Ms. Serrano, from DONE introduced herself and said she is here for support. She reminded everyone that DONE sends out a monthly status report and asked any Board member who is not getting the report to let her know. She announced that they started their youth program for the summer. The focus is to teach them how to conduct community assessments and present them to the NCs. So far they have about 90 participants. She also announced that the funding cut-off was June 7th. She also sent out a new email about the new funding training and the requirement that the Treasurer and Assistant Treasurer (or second signer) must attend the training in order to be granted access to the new system and the new card.
 - Mr. Uebersax asked if access to the bank accounts can be restored so they can retrieve the May bank statements to do the MERS.
 - Ms. Serrano said that DONE can assist them with that issue. She also announced that the 2017-18 FY budget package is due July 1st. Finally she announced some Board members ethics certification is expiring.
- Ms. Elizabeth introduced herself and reminded everyone about the Planning 101 seminar that they are offering.
- Ms. Witzling, Planning Assistant Policy Planning introduced herself and explained she is here to talk about the new project to update the Community Plan. She explained that Winnetka is part of the Canoga Park, West Hills, and Woodland Hills Community plan. She said the Community plan is the goals and aspirations for the area in terms of zoning. It sets the zoning and what can be built in that area. This effort will help the City prepare for the zoning code update project. This area is the first area to begin the process. The goal is for this to be an open and transparent process that gets feedback on the policies in the current Community Plan passed in 1999, as well as the general zoning map. They want to know what works, what isn't working, where they can accommodate growth, etc. They want to know about where people shopping and what amenities are available and not available. The materials she provided lays out the iterative process and the timelines. They will take the initial feedback and then come back several times over the next few years to check in and make sure they are incorporating ideas and concerns. They are looking for the WNC to provide a letter with guidance and commentary. They do plan on doing a workshop for Winnetka in early August. The exact date has not been set. Attendance at the workshop will help them gather feedback.
 - Mr. Popowich
 - Mr. Uebersax commented that he has lengthy questions. He said that he is the VP for LANCC and he had advanced notice that the community plans were going to be grouped together. He hopes that each community will be able to address their concerns. He also said that the PLUM Committee may want to do a Specific Plan. He said we have been focusing on the JJJ Measure issues and the TOC transit rules.
 - Ms. Witzling said that they will be looking at the plan together because they have policies that are similar. She will be happy to send copies of those policies but they are on the plan.

- Mr. Uebersax is
- Mr. Poer commented that Winnetka is not reflected on the map
- Ms. Witzling said that the map only goes up to Roscoe because the other parts of the community are in other plans. She suggested we write a letter to ask for a boundary change.
- Mr. Popowich said that we are asking for a Specific plan to protect the shape and form of Winnetka as it is.

8. **PUBLIC COMMENT:** 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, 20 min max]

- Ms. Jessica Castillo is a community worker for DCSS. She wanted to let the community know that they are looking to set partnerships for providing supplies to their children. They are going to have a Vision to Learn event in August, details to follow. This program allows any child to come to the event and receive free classes as long as they have parental consent.

9. **STAKEHOLDER REQUESTS TO ADDRESS BOARD:** Stakeholders may request to speak to the Board by contacting the Secretary in advance – and time permitting. Each stakeholder will be given 5 minutes to address the Board. The Board may choose to take action or refer to a Committee for further discussion

- Mr. Popowich talked

10. **CONSENT CALENDAR:** Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion please advise the Secretary before the meeting or request the item be pulled at the of discussion. [5 min]

11. **FINANCIAL CONSENT CALENDAR:** Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion please advise the Secretary before the meeting or request the item be pulled at the time it is brought up for discussion. [15min]

- a. **WNC-2017-0613-04:** The WNC approves the following items on the Financial Consent Calendar. Furthermore the WNC establishes and recognizes that some items listed herein may have been included in past motions but were either not documented clearly in the minutes or incorrect amounts were approved such as the failure to recognize the annual increase in storage fees. (Uebersax)
 - i. City of LA Publishing Services 07/01/16 invoice in the amount of \$489.28 for Business Cards for WNC Board members
 - ii. Standard Office Supply Outreach 07/06/16 invoice in the amount of \$65.40 for Name Badges for WNC Members
 - iii. Moore Business Results Invoices (Outreach)
 1. December 2016 Activity: \$405.82
 2. January 2017 Activity: \$395.52

3. February 2017 Activity: \$226.02
 4. March 2017 Activity: \$520.53
 5. April 2017 Activity expense: \$352.26
 6. May 2017 Activity expense: \$522.25
- iv. ICDSOft Ltd payment for website (winnetkanc.com) storage upgrade in the amount of \$28.80
 - v. Valentino's expenses for meeting food for the following months:
 1. May 14, 2017 meeting in the amount of \$50.00
 2. June 13, 2017 meeting in the amount of \$50.00
 - vi. ExtraSpace Storage fees for the following months:
 1. January 2017: \$210.00
 2. June Storage expense: \$210.00
 - vii. Purchase of ink/toner for Public Works & Transportation Committee & Assistant Treasurer Chair Uebersax in the amount not to exceed \$150.00
 - viii. Canoga Park/West Hills Chamber of Commerce in the amount of \$500 for the 28th Annual Memorial Day Parade.
- Mr. Lace seconded the motion.
 - Mr. Uebersax commented that item number one shows as the date for the invoice is when the actual payment was made.
 - Mr. Popowich said he would correct that.
 - Mr. Uebersax said that the May minutes did include approval for \$50 was included. This can be removed. Mr. Uebersax asked that he amount for the January ExtraSpace Storage should show as 200.00 and the exact amount for item vii is & \$104.99
 - Mr. Lace accepted the amended motions
 - Mr. Fuhman asked for if we participated in the parade.
 - Mr. Popowich explained who participated and how.
 - Mr. Poer requested we update the format for the motion number.
 - Mr. Popowich changed.
 - Mr. Uebersax said we need to change forms.

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya	X				
Carlos Perez	X				
David Uebersax	X				
Eric Lewis			X		
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez	X				
JJ Popowich	X				
John Poer	X				
Jonathan Lewis					X
Matthew Gregorchuck	X				
Steven Fuhrman	X				
Tamicka Green	X				

Tess Reyes-Dunn	X				
Vacant					
TOTALS:	12	0	1	0	1

12. NON-CONSENT CALENDAR

a. Discussion and possible action to select a new Vice President for the Winnetka NC. The position was vacated by Benjamin Hill upon his resignation from the Board. The Board will hear from interested Board members and conduct a vote to select the new Vice President. (15 min)

- Mr. Popowich explained
- Mr. Lewis asked if we will the position
- Mr. Poer nominated Mr. Uebersax
- Mr. Popowich asked Mr. Uebersax if he accepted.
- Mr. Uebersax accepted the nomination. He commented that there was another strong candidate, Mr. Solis and if he could have nominated him he would have.
- Mr. Solis thanked Mr. Uebersax and commented that he would asked to be included but he didn't think he could

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya	X				
Carlos Perez	X				
David Uebersax	X				
Eric Lewis	X				
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez	X				
JJ Popowich	X				
John Poer	X				
Jonathan Lewis	X				
Matthew Gregorchuck	X				
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn	X				
Vacant					
TOTALS:	14	0	0		

- Mr. Popowich congratulated.
- Mr. Lewis asked that we place an item on the next agenda to fill the vacant position and the new vacant Assistant Treasurer.
- Mr. Uebersax asked if the VP can also be the secondary signer (or Assistant Treasurer)
- Ms. Serrano

b. Valley Disaster Preparedness Fair (Solis)[5 Min]

- Mr. Popowich asked we table this since it should be part of the budget discussion.
- Mr. Solis commented that he really wants to take a vote on it and submit a letter even though it's not until October of 2017. He said that due to past confusion the organizers want some

advanced commitment.

- Mr. Uebersax commented we will have a lot of unspent funds that will be returned to the City because we just couldn't do this. He said that we have secured this room for June 28th to have a Special Joint Meeting for the Budget & Finance Committee and Board to set up the budget for the 2017-18 FY. He hopes that we can get a full quorum of the Board. We really want to have a very detailed discussion about getting
 - Mr. Popowich commented about why things aren't getting done. Committees aren't meeting and the works not getting done. Every Board member talks a good game but not all are getting the work done. He apologized for having to say it.
 - Ms. Serrano commented that the Committees should be bringing items to the Board for approval. It should be quick and short because the work should have been done at the Committee level.
 - Mr. Uebersax commented that this joint meeting is to get the work done in order to free up the Board to take other action. He is trying to prevent repeat work.
 - Mr. Lace commented we shouldn't have to do all the work that the Committees are
 - Mr. Solis said part of the problem is that we didn't have a Budget & Finance Committee this year and that's part of the problem.
 - Mr. Uebersax commented that's why we have other things on here that we want to move on to help the future Treasurer.
- c. Discussion and possible action regarding reports of homeless and drug activity at the Winnetka Park. The Board received notification from a stakeholder and local teacher that she was advised by Park officials that homeless drug addicts have been burying needles in the sand of the children's playground to avoid being caught by police. She also reported a fellow male teacher was approached during a recent field trip with an offer of drugs. The Board will be discussing what steps to take to investigate these claims and/or take action. [10 min]
- Mr. Popowich
 - Mr. Lace and Mr. Solis said they would take the issue up.
 - Mr. Perez commented that every park combs the sand.
- d. Discussion and possible presentation regarding what steps are necessary for stakeholders to seek approval for permit only parking on their street. [10 min]
- Mr. Keith summarized what preferential parking is and how it works. He said he has been getting some calls from
 - The first step is a letter of interest from the Winnetka NC on why restricted parking is needed in an area. There are costs to this: No one can park within the six block area without the permit parking. This causes overflow onto other areas. Once they receive this they will invite the NC to their office to talk about less restrictive measures. For example, no RV parking in that area. If no other measures would work then the DOT will provide a petition to be signed. The group would need to get 75% agreement in the six block area. If that threshold is met then the DOT will do a study and hold formal hearings for the public to talk about the costs and the impact. If that is successful then the item would be put before the City Council. The annual fee is \$34 per year for the number of residents in the dwelling (3 people, would get 3 permits). If there are visitors the cost is \$22.50 for four months. Gardeners would be charged

\$2.50 for one day.

- Mr. Fuhrman asked if this was the same concept for no overnight parking.
 - Mr. Keith said that this would be handled by the LAPD.
 - Mr. Sattler, a Stakeholder, asked if this is for all streets.
 - Mr. Keith said that this is limited to the area within the six blocks. The people would only be able to park on their block.
 - Mr. Sattler commented that he doesn't feel he should be charged for parking in front of his own property.
 - Mr. Popowich commented that there are some areas where the homeowners cannot park. He said this is an example.
 - Mr. Poer asked if these rules were available for review.
 - Ms. Reyes-Dunn commented she was thankful for Mr. Keith to come to her area and look at her area. She shared some of the problems that she has experienced.
 - Mr. Keith commented that it doesn't prevent parking but it limits it to two hours only.
 - Mr. Uebersax commented about overnight and RV parking. He asked if another remedy would be using ordinances to limit inappropriate parking.
 - Mr. Keith said there are other remedies such as the red, yellow, and green zones. There are other restrictions such as RV restrictions (which is generally illegal if parked overnight in green zones).
 - Mr. Reyes-Dunn commented they had done this before near Quartz.
 - Mr. Keith also commented that Blumenfeld has supported AB1393. This bill impounds cars for 30 days if they are caught drag racing and upon receipt of the car back to the owner they have to remove any modifications. If they don't do that and show the judge it is impounded again for 30 days.
- e. Discussion and possible action on providing input to DONE regarding the election timing for 2018, 2019, and 2020. This was an email sent to the Board in May. While the deadline has passed DONE is still seeking input. [5 min]

- Mr. Popowich introduced the item.
- Ms. Serrano said there are three options:
 - Push elections for 2018 to 2019 which would extend current terms for one year. This would allow the elections to be on odd years which would free up the City Clerk to focus more on the NC elections.
 - Option 1: Hold the elections for 2018 and those winners will a three year term and serve an extra year on their terms.
 - There was a discussion about what an abstention vote means. Our by-laws indicate an abstention is a no
 - Ms. Serrano said that so far out of 97 Councils only 20 have weighed in on this and they are leaning towards extending terms to 2019.
 - Mr. Lewis recommended that we choose to keep it at 2018 and then the voters would know that people will know what they are voting for.

- Conduct scheduled and the winners would have a three year term and any on the Board at the time would have an extra year.
 - Option 2: Extend current Board terms to 2019. For Board with staggered terms would require Board members to be extend
 - Mr. Popowich suggested we table this and have a much deeper discussion
 - Mr. Uebersax commented that his was discussed at LANCC and the options don't sound like these options. LANCC's recommendation was to do the elections in 2019 and extend some terms. He said that they noted that the City Council didn't change their elections. He suggested that we look at it and see if we just want to postpone some of these.
 - Mr. Lewis said we should not have the right to extend our term.
 - Mr. Popowich said that DONE has done this so many times since 2003 that he can't remember what some of his original terms would have been.
 - There was a lot of discussion about whether DONE should ever do this and for people.
 - Mr. Popowich motion to table.
 - Mr. Poer seconded
 - Tabled.
- f. Discussion and possible action to confirm the 2017 Budget Representatives for the Winnetka NC. The Budget Day is June 24, 2017. It is believed the Representatives are Gregorchuck and Green. [5 min]
- g. Discussion and possible action to establish Winnetka NC Procedures and vote on Procedure 001 & Procedure 002 as outlined below. The Board will take one to three actions on this item:
1. Action 1: Approve creation of the Winnetka NC Procedures. **[WNC-061317-05]**
 2. Action 2 (if necessary) Consideration of Procedure 001 **[WNC-061317-06]**
 3. Action 3 (if necessary) Consideration of Procedure 002 **[WNC-061317-07]** [15 min]

Winnetka NC Procedures

The Winnetka NC has established approved By Laws which define Board purpose, mission, structure, Board officer responsibilities, and Committee structures. However, the Board recognizes at times there may arise a need for Board procedures that do not conflict with the By Laws but instead are designed to support the By Laws by providing guidance on how the Board may proceed or conduct business.

The Board hereby declares that no procedure can conflict or contradict a By Law. In the case any By Law is perceived to conflict with the procedure, the By Law shall rule.

Approved: Date:

Board Procedure 001: Preparation of Monthly Expenditure Reports and any and all successor reports required by the City of Los Angeles relating to financial matters

Article VI Officers: Section D, establishes the office of Treasurer and defines the role and responsibilities of the Treasurer. Additionally, this section declares there may be an office of Assistant Treasurer and defines who can fill these positions. The essential function of the Treasurer as defined by Section D is to maintain the financial records and books of accounts. Additionally, the By Laws allow for, but do not mandate the Treasurer can serve as the Chair of the Budget & Finance Committee.

The Board recognizes that the office of the Treasurer requires a significant time commitment from the volunteer elected to the position. Given that the Board continually struggles to find stakeholders wishing to serve on the Board and be elected to the Office of Treasurer the Board hereby establishes the following procedure:

1. The Board will mandate that the Budget & Finance Committee meet monthly on the XXXXXXX of the week prior to the regular Board meeting.
2. The Board hereby appoints the office of Assistant Treasurer to be the Chair of the Budget & Finance Committee.
3. The Treasurer shall bring all materials, invoices, bank reports, and documents to the Budget & Finance Committee
4. The Budget & Finance Committee shall assist and oversee the preparation of all Monthly Expenditure Reports, or any successor reports required by the City of Los Angeles. The Committee will also oversee and prepare a monthly Treasurer's' Report to be presented to the Board at the next regular Board meeting.
5. The Treasurer will fulfill all duties required of the Office as established by the By Laws or City of Los Angeles. While the Budget & Finance Committee assists with and prepares the reports only the Treasurer and Assistant Treasurer (or appointed second signer) may sign off on the prepared Monthly Expenditure Reports, or any successor report required by the City of Los Angeles in accordance with his/her judgement as he/she has been trained.
6. The Budget & Finance Committee shall make a resolution affirming they have reviewed the prepared report and recommend to the Board acceptance of the report.

Approved: Date:

Board Procedure 002: Maintenance of Social Media and Internet Related Passwords

Article V: Section 11, "Community Outreach", Subsection C allows for the creation of a website and provides specific rules for the operation of the website including but not limited to selecting a vendor and how the website may be used. However, the By Laws do not cover

Social Media management. Social Media covers any internet related social interaction platforms which include Facebook, Twitter, Instagram, Snapchat, Nextdoor, or any similar service.

At the time this Procedure is being adopted the Winnetka NC has established a Facebook page and a Twitter account.

The Board hereby enacts the following procedures:

1. The Board agrees that the general principles and rules within the By Laws regarding the website apply to any Social Media services
2. The Board mandates that the username and password for all such sites shall be provided and maintained by the Board President and the Outreach Committee Chair. Neither individual is allowed to change a password without the consent and knowledge of the other.
3. The maintenance and usage of the Social Media services falls under the jurisdiction of the Outreach Committee.
4. The Outreach Committee may make a recommendation to the Board to appoint a stakeholder or vendor to manage the Social Media service with the following restrictions:
 - a. The assigned stakeholder or vendor may not change any password
 - b. The assigned stakeholder or vendor must seek approval of the Outreach Committee Chair before posting any notices to the Social Media service with the exception of pictures taken during approved Winnetka NC events

Approved: Date:

- Mr. Popowich read through the procedure establishment and the PROCEDURE. He explained why this would help and the pain that the Treasurer goes through. This will make it a group experience.
-
- Mr. Poer asked if these would be public meetings.
- Mr. Popowich said yes.
- Mr. Fuhrman pointed out that mandating a meeting would require we budget for it.
- Mr. Uebersax commented about how important this meeting would be. He talked about trying to combine some of the Committee meetings. He noted that there are challenges at other locations.
- Mr. Gregorchuck asked if the monthly meeting is required or can we do it by-monthly.
- Mr. Uebersax said it would be monthly.
- There has been a discussion about the requirement to have a monthly report.
- Mr. Lacer said that we should do this. He made the following motion:

WNC-2017-061317-05: The WNC approves Procedure One

- Mr. Gregorchuck seconded.
- Mr. Popowich clarified this is for establish and procedure one. The motion was modified as follows:

WNC-2017-061317-05: The WNC approves the establishment of the Winnetka NC Procedures and approves Board Procedure 001: Preparation of Monthly Expenditure Reports and any and all successor reports required by the City of Los Angeles relating to financial matters

- The revised motion was accepted.
- Mr. Popowich called the roll:

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya				X	
Carlos Perez	X				
David Uebersax	X				
Eric Lewis	X				
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez	X				
JJ Popowich	X				
John Poer	X				
Jonathan Lewis				X	
Matthew Gregorchuck	X				
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn	X				
Vacant					
TOTALS:	12	0	0	2	

- Motion passed 12-0
- Mr. Popowich discussed the Social Media procedure
- Mr. Popowich suggested we add one item to the end of the list as follows:
 - a. Any Board member may post to our Social Media account items that are of general NC interest, but may not post any political commentary, arguments, endorsements, support statements or similar items.
- There was a discussion about the merits of this addition. There was also some discussion regarding who should have the passwords and what you can do. One suggestion was to share the password with the Board members. Another suggestion was to look at the administration function and seeing if we can control the administration function. Mr. Poer pointed out that for Facebook you need a private account to access the corporate account. So in order for someone to manage the Facebook page you need to have a personal account.
- Mr. Lace suggested we agree to this and then work out the technical details. He made the following motion:

WNC-2017-061317-06: The Winnetka NC approves Board Procedure 002: Maintenance of Social Media and Internet Related Passwords with the proposed amendment.

- Ms. Reyes-Dunn seconded
- Mr. Popowich called the roll:

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya				X	
Carlos Perez	X				
David Uebersax	X				

Eric Lewis	X				
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez	X				
JJ Popowich	X				
John Poer	X				
Jonathan Lewis				X	
Matthew Gregorchuck	X				
Steven Fuhrman		X			
Tamicka Green		X			
Tess Reyes-Dunn	X				
Vacant					
TOTALS:	10	2	0	2	

- Motion passes 10-2.

13. **TREASURER’S REPORT** (Pelaez/Uebersax) Update, discussion, and possible action regarding the status of Winnetka NC finances, the WNC checking account, and the Treasurer’s bank account Access, plus any additional financial reports as needed other than the MERs.

- Discussion, review, and approve any outstanding Monthly Expense Reports (MER) July 2016 - May 2017

WNC-2017-061317-08: “The Winnetka NC Board has reviewed the July 2016, August 2016, September 2016, October 2016, November 2016, and December 2016 Monthly Expenditure Reports including the associated US Bank Statements. The Board approves the report and authorizes the Treasurer to submit the report to DONE.” (Uebersax/Pelaez)

- Mr. Pelaez reviewed each month with the Board, showing the Board the MERS and the corresponding bank statements and reviewed each cost.
- Mr. Lace moved to approve WNC-2017-061317-08
- Ms. Reyes-Dunn seconded the motion.

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramya				X	
Carlos Perez				X	
David Uebersax	X				
Eric Lewis	X				
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez	X				
JJ Popowich	X				
John Poer	X				
Jonathan Lewis					X
Matthew Gregorchuck	X				
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn	X				
Vacant					

TOTALS:	11	0	0	2	1
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- Mr. Popowich noted that motion passed.

WNC-2017-061317-09: “The Winnetka NC Board has reviewed the January 2017, February 2017, March 2017, and April Monthly Expenditure Reports including the associated US Bank Statements. The Board approves the report and authorizes the Treasurer to submit the report to DONE.” {Uebersax/Pelaez}

- Mr. Pelaez said that there were two payments that were made to Moore Business Results but they were unable to submit with the report to DONE by the deadline. However, we have screenshots.
- Ms. Serrano suggested the Treasurer discuss with DONE.
- Mr. Lace moved to approve motion WNC-2017-061317-09
- Mr. Pelaez seconded.

Board Member	Yes	No	Abstain	Absent	Not Eligible
Ajantha Sriramy				X	
Carlos Perez				X	
David Uebersax	X				
Eric Lewis	X				
Erick Lace	X				
Franklin Solis	X				
Jaime Pelaez	X				
JJ Popowich	X				
John Poer	X				
Jonathan Lewis					X
Matthew Gregorchuck	X				
Steven Fuhrman	X				
Tamicka Green	X				
Tess Reyes-Dunn				X	
Vacant					
TOTALS:	10	0	0	3	1

- Mr. Popowich noted the motion passed.
- b. Discussion and possible action to review any year end reporting or actions that need to be taken including inventories, submission of outstanding check notices, and any other reporting required by DONE.
- Mr. Lace asked about the signed NPG that he has.
 - Mr. Popowich said that Mr. Lace would like to see if there is a way to submit the signed NPG.
 - Mr. Uebersax said that he hopes that now that we brought ourselves into compliance and that he hopes that DONE will take this into consideration to see if we can get their assistance to processes some of these. He said that we will ask but all they can say.
 - Mr. Lace said he has \$1500 in budget funds.

- Mr. Uebersax asked if we had approvals separately from the Budget.
 - Mr. Popowich said that as he explained at the beginning of the year we are required to vote on each item, even if we have approved them as a line item part of the budget.
 - Ms. Serrano said that we can address it with the AC but it may not be accepted.
 - Mr. Uebersax said we can try to vote on it at the June 28th date to have a specific Board action.
 - Mr. Lace said that is getting later and later what can we do now.
 - Mr. Pelaez said he was here in the end of last year and it should have been submitted
 - Mr. Uebersax said that we can deal with it next year if the City will not allow us to do it this year. He said that is may be a better way to do it since we don't get the NPG until the end of the year.
 - Mr. Popowich said that we would try to ask the City to do it with the Budget approval if not then on the June 28th and if not then we'll do it next year. He said we could not do the vote now due to the Brown Act
 - Pelaez said we did it correctly last year and it was paid.
- c. Discussion and possible action regarding the Treasurer position. We will be discussing the status of the Treasurer and whether or not we need to appoint a new Treasurer.
- Mr. Pelaez said that he will resign in August.
 - Mr. Uebersax said he would be happy to keep him as long as we can.
 - Mr. Pelaez said that he believes he can stay through August.
 - Mr. Popowich asked if the Board would allow him to stay through August.
 - Mr. Solis asked about what is going to happen until then.
 - Mr. Popowich commented he will stay on until August.
 - Mr. Poer offered to see if we can arrange for babysitting.
 - Mr. Pelaez said he feels he missed a lot of meetings and it would be better if we could find a Treasurer.
 - Mr. Uebersax said that we spent a lot time working on these MERS over the last few weeks to get them ready. He said that he believes that the new procedures that are proposed may address this. Mr. Pelaez commented on the difficulty and explained how much time and effort that it takes.
 - Mr. Popowich said ok
 - Mr. Pelaez suggested that NPGs be submitted in the beginning of the year.
 - Mr. Uebersax commented the new system may make it easier to process. Items.
 - Mr. Popowich said the best to get his on time.

14. REGULAR COMMITTEE REPORTS & MOTIONS

- a. **Planning & Land Use Management Committee (PLUM) Report** (Popowich) [45 min]
 NOTICE: The PLUM Committee Meeting: 3rd Tuesday of each month at 7 PM
 (Location to be decided)
- Mr. Popowich asked commented that he will be out of town on a business trip
- b. **Public Safety Committee (PSC) Report** (Pelaez) [15 min]
 NOTICE: The PS Committee Meeting: TBD (Location to be decided)

- i. No Report this month
- c. **Public Works & Transportation Committee (PWT) Report** (Uebersax) [25 min]
NOTICE: The PWT Committee Meeting: TBD (Location to be decided)
 - i. Monthly Report.
- d. **Outreach & Social Media Committee (OSM) Report** (Lewis) [15 min]
NOTICE: The OSM Committee Meeting: TBD (Location to be decided)
 - i. No report this month:
- e. **Youth Advocacy Committee (YAC) Report** (Lace) [15 min]
NOTICE: The YAC Committee Meeting: TBD (Location to be decided)
- f. **Budget & Finance Committee (B&F) Report** (Popowich) [20 min]
NOTICE: The B&F Committee Meeting: TBD (Location to be decided)
 - i. No Report this month
- g. **Rule, Elections & By-Laws Committee (REB) Report** (Hill) [5 min]
NOTICE: The REB Committee Meeting: TBD (Location to be decided)
 - i. No Report this month
- h. **Budget Advocate/Budget Rep Report** (?) [5 min]
 - i. LA City budget day is June 24th 7:30am to 4:00pm at City Hall. (Gregorchuk) [5mins]

15. OFFICER & LIAISON REPORTS

- a. President's Report (Popowich) [5 min]
- b. Secretary's Report (Gregorchuk/Green) [4 min]
- c. LA City Council District 3 Beautification Action Team Liaison Report: (No Rep) [5 min]
- d. LA DWP Memorandum of Understanding Oversight Committee Report (Uebersax) [5min]
- e. LA Neighborhood Council Coalition (LANCC) Report: (Uebersax): [5 min]
 - i. Surcharge on development to collect funds to pay for homeless housing. It is set
- f. LA Public Works Liaison Report: (Uebersax) [5 min]
- g. Mayor's Budget Representatives Report (Gregorchuk) [5 min]
- h. Reserve Animal Control Officer (RACO) Liaison Report (Vacant) [5 min]
- i. Valley Alliance of Neighborhood Councils (VANC) Report: (??) [5 Min]

16. GOOD OF THE ORDER [2 min]

- a. Mr. Perez said that the last meeting the web master put incorrect times for the special meetings. He feels that this is something that should be checked and he would like to place an item agenda to discuss reviewing her work and replacing her.
- b.

17. MEETING ADJOURNED