

**EXECUTIVE COMMITTEE MEETING  
VAN NUYS NEIGHBORHOOD COUNCIL  
September 4, 2018**

**MEMBERS PRESENT:**

Mr. George Thomas, President  
Ms. Marlin Medrano, Vice-President  
Veronica Marin, Treasurer  
Josef Lazarovitz, Parliamentarian  
Jeanette Hopp, Secretary

**GUESTS PRESENT:**

Richard Hopp  
Wendy Moore

The meeting was called to order by the President at 6:05 p.m. **1) PLEDGE OF ALLEGIANCE:** The flag salute was recited. **ROLL CALL:** The roll was taken as I was walking into the building with Jaklen Keshishyan. We have a quorum.

**OFFICER'S REPORTS:** **1)** President's Report: None at this time.

**2)** Vice-President's Report: None at this time.

**3)** Secretary's Report: Ms. Hopp stated the minutes from our previous Executive Committee meeting were posted and can be approved at the General Meeting. Likewise, the minutes from the Outreach Committee meeting were posted. A motion to adopt was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Medrano and carried unanimously.

**4)** Treasurer's Report: Discussion and possible action to review the email from the City Clerk concerning missing documents and signatures dated 8/29/28. The email had the following concerns:

- i. November MER has a Sizzler transaction that also may require a BAC and a description of what the transaction was about. It does need an itemized receipt. Itemized receipt is not thorough enough?
- ii. December, 2017 Vatican Banquet Hall needs an itemized receipt, as the itemized receipt does not possess the vendor's information, date or what we were charged.
- iii. March BAC is not signed in the MER portal.
- iv. April through June BAC is missing or has not been uploaded. Have we had a meeting to approve those MER's?
- v. July MER for this FY has not been generated. Please advise when you can submit the missing documents.

- vi. Discussion and possible action to place on the 9/12/18 General Board Meeting agenda regarding the missing documents.
- vii. Discussion and possible action to approve proxy payments for the month.

Please note that the aforementioned data was supplied. Yes, there was one BAC missing a signature. We caught it and immediately scanned and uploaded the fully signed BAC. The Banquet Hall invoice detailing what was purchased was on the reverse side of the Banquet Hall receipt. The MER's for April through June were held back for approval because Ms. Marin had concerns regarding the proxy payments and advised the City Clerk's office to that effect. She requested an explanation as to why proxy payments did not have to be submitted to the Budget and Finance Committee and the General Board as all other items must. A motion was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Medrano to place the MER's, etc. on the agenda. The motion carried unanimously,

**3)** Discussion and possible action to create an Outreach plan for events sponsored or co-sponsored by the VNNC. The event form must be filled out for each and every proposed event thirty (30) days prior to said event. The Budget and Finance and Outreach Committees will review and make appropriate recommendations in the interim. Items may then be voted upon at the General Board meeting.

**4)** Discussion and possible action on report of items approved by the VNNC and the purchase status of those items. A motion was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Marin to place this on the agenda. The motion carried unanimously.

**5)** Tabled for discussion later in the meeting.

**6)** Item 6 was removed from the agenda.

**7)** Discussion and possible action to create a document for tracking the work of the committees. The living document will show the time, date and location of all committee meetings. Additionally, having committee member information and pending items. This document shall be referred to as "The Committee Constitution." Mr. Gomes and City Hall staff shall facilitate the creation and implementation of the document. Ms. Medrano was asked to make a spread sheet. A motion was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Medrano and carried unanimously.

**8)** Discussion and possible action to submit a Community Impact Statement (CIS) on Council File # 13-0002-S145 calling for reform within the United States Postal Service (USPS). The VNNC to take additional steps by creating a Call for Action" and request all postal vehicle come equipped with air-conditioning so as to prevent dangerous health conditions for the employees delivering the mail. The CIS and CTA to be submitted to the Los Angeles City Council and Congressman Tony Cardenas. A motion to approve this item for placement on the agenda was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Marin and carried unanimously.

**9)** Discussion and possible action to approve sponsorship of the Annual VANC mixer on March 14, 2019 with a donation NTE \$ 250.00. It was moved by Mr. Thomas, 2<sup>nd</sup> by Mr. Lazarovitz approve this item for placement on the agenda. The motion carried unanimously.



**10)** This item was tabled for discussion later in the meeting.

**11)** Discussion and possible action to sponsor a Mid-Valley YMCA clean-up on Saturday, September 15<sup>th</sup> from 9:00 a.m. until 12:00 p.m. by providing lunch for the volunteers. The YMCA expects to provide 75 volunteers from Van Nuys High School JROTC cadets NTE \$ 150.00. A motion was made by Mr. Thomas to place this item on the agenda, 2<sup>nd</sup> by Mr. Lazarovitz and carried unanimously.

**12)** This item was removed.

**13)** Discussion and possible action to continue hosting the "Taste of Van Nuys" at its September General meeting. The VNNC to pick one ethnically diverse restaurant per month to sample delicious dishes from the businesses that make-up the community of Van Nuys. The VNNC to continue to reach out to different restaurants and businesses in Van Nuys for the "Taste of Van Nuys" at least once a month. NTE \$ 150.00. A motion to approve placing this item on the agenda was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Marin and carried unanimously. The location selected following discussion was Lido's Pizza.

**14) All of the items 1-4 were referred back to their respective committees for further discussion and action.**

General Public Comment on non-agenda items: There were some disparaging comments concerning Ms. Skelton and pictures of blacks in most pictures and a picture with an alleged child molester. This was most inappropriate and put forth by Mr. Richard Hopp.

Board member comment on non-agenda items: Ms. Hopp mentioned she met Ms. Rosalyn Kahn at an event the previous evening sponsored by Mr. Nazarian. She is an author of children's books and public speaker. I suggested her for our Distinguished Speaker Series. Sims card for recorder is full. (SD CARD)

We returned to Item #5: **5.3** Discussion and possible action to obtain DONE's report with regard to an allegation of assault or harassment at the VNNC General Board Meeting held on July 16, 2018 by the representative for Chipotle. A motion was made to obtain the report concerning this incident. Moved by Ms. Medrano, 2<sup>nd</sup> by Ms. Marin and carried.

**5.4** Discussion and possible action to have a "Call to Action" for all current Van Nuys Councilmembers. The CTA to include each VNNC member picking a council file to which they may attach a CIS, picking a place for a new mural and becoming affiliated with a local community organization. A spreadsheet will be created to track the council files and councilmembers. A motion to adopt this proposal was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Medrano and carried unanimously.

**5.5** Discussion and possible action to reimburse George C. Thomas in the amount of \$ 93.00 for popcorn from Smart & Final for the Movies in the Park at the Civic Center co-sponsored event with Ms. Martinez on August 10<sup>th</sup>. The VNNC was requested to help staff the event, as well as provide individually wrapped popcorn bags for the attendees. This is an on-going partnership and the VNNC sponsored this event last year, as well. NTE \$ 93.00. Mr. Gomes said nothing has come from the City Clerk's office with regard to this item.



**5.6** Discussion and possible action to allocate \$ 1,000 to each committee chair to spend on election outreach and committee business. The VNNC to request help in facilitating monthly committee meetings and procedure for setting-up the agenda. The VNNC to empower the committee chairs and embrace "The Committee Constitution." A motion was made by Mr. Thomas, 2<sup>nd</sup> by Mr. Lazarovitz to adopt this item and forward to the General Board. The motion passed unanimously.

**5.1** Discussion and presentation by Councilman R. Hopp regarding the DONE proxy payment program. A motion was made by Mr. Thomas, 2<sup>nd</sup> by Ms. Marin to give Mr. R. Hopp 5 minutes for his presentation at the General Board meeting. The motion passed unanimously.

**5.2** Discussion and possible action to feature Brionna Thompson in the "Distinguished Speaker Series." The Victim Assistance Program provides direct services to victims of crime and their families. Some of the services they provide are information on referrals to local and public agencies, counseling referrals, crisis intervention and emergency assistance, criminal case status, information on the Criminal Justice System and court escort/support. A motion to place this item on the agenda was made by Ms. Medrano and 2<sup>nd</sup> by Mr. Lazarovitz. The motion carried unanimously.

**10)** Discussion and possible action to review and approve the VNNC.org website, cost, study and Boardmember e-mails. Presenter is Wendy Moore from Moore Business Results, NTE \$ 3,500. The information we were seeking to have Ms. Moore provide prior to referral to the General Board meeting were supporting documents, statistics, traffic and analytics for the past two months. We also wanted to know where 1600 registered e-mails from our old database are and why they have not been merged with the 275 e-mails in MailChimp currently and the ENS status. Ms. Moore explained she created a separate page for each committee for their agendas and minutes. She added a calendar. If you click on an event, the flier, data and a map to the event will appear. Only the DONE forms were to be removed in one area, but other information was removed. Ms. Marin asked how can she place information on her twitter page and her Facebook account from our site. She had originally provided a proposal at a cost of \$ 2,300, but revised it to \$ 3,500 after Mr. R. Hopp requested analytics, statistics, etc. She charged for the facelift of the site. The on-going things would be on top of the \$ 2,300. She wants the agendas to her at least one business day prior to being posted. A motion was made by Ms. Medrano, 2<sup>nd</sup> by Ms. Marin to add #10 to the agenda. The motion passed unanimously.

There being no further business, the meeting adjourned at 7:47 p.m.

Respectfully submitted,



Jeanette Hopp, Secretary