

Michael Browning  
President

Kathy Schreiner  
Vice President

John Hendry  
Secretary

Jennifer Febre  
Treasurer

Board

Hakop 'Jack' Azatyan  
John Camera  
Jason Correa  
Brian Edelman  
Lillian Macias  
Richard Marks  
Ashley Nicole Martinez  
Thelá Thatch

Van Nuys Neighborhood Council



Van Nuys Neighborhood Council  
Executive Committee Board Meeting  
Tuesday, July 6, 2021 7:00PM  
Zoom meeting online or by telephone  
Click the link below to join the Meeting:

<https://us02web.zoom.us/j/84282148474>  
Dial (669) 900-6833 to join the meeting  
Enter Meeting ID:  
842 8214 8474  
Press#  
877 853 5257 US Toll-free  
888 475 4499 US Toll-free

Van Nuys  
Neighborhood Council  
P.O. Box 3118  
Van Nuys, CA 91407-3118

Email: [info@vnnc.org](mailto:info@vnnc.org)  
[www.vnnc.org](http://www.vnnc.org)

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, EXECUTIVE COMMITTEE OF VAN NUYS NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED TELEPHONICALLY AND INTERNET BASED VIA ZOOM.

Members of the public who wish to listen to the meeting or participate in public comment to the Committee via telephone should call (669) 900-6833 or one of the following Toll-Free Telephone Numbers: (833) 548 0282, (888) 475 4499, (877) 853 5257, (833) 548 0276 use Meeting **ID No.** 842 8214 8474 then press #. Press # again when prompted for participant ID. When you have a question for the Host, you can Raise Hand by pressing \*9, when called on to talk, you can mute/unmute by pressing \*6.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested to dial \*9 if participating by phone or "Raise Hand" if participating by computer, 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 a maximum of 2 minutes per speaker per item with a maximum of 10 minutes total per meeting, unless adjusted by the presiding officer of the Board.

**1 Roll Call – Pledge of Allegiance**

**2 Executive Reports:**

- a. President (Ideas for VNNC email signature branding, VNNC in-person meetings)
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Outreach

**3 General Public Comment on Non-Agenda Items (2 min per stakeholder)**

**4 Consent Calendar:**

- a. Discussion and possible action to pay Bridgegap \$500 for administrative services provided for June 2021. [https://vnn.org/wp-content/uploads/2021/06/VNNC\\_Invoice\\_Form\\_06012021.pdf](https://vnn.org/wp-content/uploads/2021/06/VNNC_Invoice_Form_06012021.pdf)
- b. Discussion and possible action to approve outstanding invoices for Moore Business Results for June 2021-\$ \$617.61; <https://vnn.org/wp-content/uploads/2021/07/VNNC-2021-0701.pdf>

**5 Approval of June 4, 2021 VNNC Executive Committee Meeting <https://vnn.org/wp-content/uploads/2021/07/Vnn-Exec-Comm-Minutes-06-04-2021.pdf>**

**6 Budget Update Discussion and Possible Actions:**

- 1. Discussion and action to approve May MER. <https://vnn.org/wp-content/uploads/2021/07/VNNC-MER-May-2021.pdf>
- 2. Information Report from Budget and Finance Committee: Recap of 2020-21 expenditures and end of year balance.
  - a. Report on items purchased based on authorization of expenditures by the VNNC on June 9<sup>th</sup>. <https://vnn.org/wp-content/uploads/2021/07/June-motions-and-purchases.pdf>
  - b. Information on estimated 2020-21 VNNC funds remaining at the end of the fiscal year: \$13,611.45 [https://vnn.org/wp-content/uploads/2021/07/Overview-of-2020\\_2021-spending.pdf](https://vnn.org/wp-content/uploads/2021/07/Overview-of-2020_2021-spending.pdf)
- 3. Discussion and possible action to schedule approval of budget and assignment of financial roles to include in the 2021-22 Administrative Packet for consideration by the VNNC at meeting on July 14<sup>th</sup>. (NOTE: VNNC is limited to expenditure of \$300 per month until Administrative Packet is approved by the Council and submitted to the City Clerk’s office.)
  - a. Discussion and possible revision of draft Budget for Fiscal Year 2021-22 approved by the Budget and Finance Committee. [https://vnn.org/wp-content/uploads/2021/07/VNNC-Budget-FY-2021\\_2022-Draft-R4.pdf](https://vnn.org/wp-content/uploads/2021/07/VNNC-Budget-FY-2021_2022-Draft-R4.pdf)
  - b. Discussion and review of list of Financial Officer roles that need to be designated at 7/14 meeting and included in the Administrative Packet:

|                         |                     |                   |
|-------------------------|---------------------|-------------------|
| Financial Officer Role* | Current Placeholder | 21-22 Placeholder |
|-------------------------|---------------------|-------------------|

|                            |                  |  |
|----------------------------|------------------|--|
| Treasurer                  | Jennifer Febre   |  |
| 2 <sup>nd</sup> Signer     | Kathy Schreiner  |  |
| Alternate Signer           | Michael Browning |  |
| 1 <sup>st</sup> Cardholder | Michael Browning |  |
| 2 <sup>nd</sup> Cardholder | Kathy Schreiner  |  |

\* Must complete Financial Officers Training

4. Discussion and possible action on motion to reimburse Jennifer Febre for \$433.47 for promotional lip balm items, which she paid for from personal funds when items had already been shipped and payment from the VNNC credit card was denied. <https://vnnnc.org/wp-content/uploads/2021/07/4imprint-Lip-Balm-VNNC.pdf>

**7. Discussion to establish an independent VNNC Neighborhood Beautification Committee.**

**8. Discussion and possible action to design the 2021 VNNC officer and committee chair election process.** (VNNC Bylaws: <https://vnnnc.org/wp-content/uploads/2018/11/VNNC-Bylaws-08012018.pdf> )

**Officers:**

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Assistant secretary

**Committee Chairs and members:**

- a. Budget and Finance Committee – Reviews financial reports, creates annual budgets. Receives, reviews and submits stakeholder grant applications to the Board for consideration.
- b. Outreach Committee – Works to promote and inform the community about the activities of VNNC and encourage stakeholder participation. Develops and vets community outreach events, projects and initiatives to participate in and support.
- c. Planning and Land Use Management Committee – Oversees planning, zoning and land-use, and transportations issues affecting the VNNC including proposals for new developments, zoning and planning, land entitlements, conditional use permits, special uses, alcohol license, design and policy.
- d. Human Services Committee: mission will be based on the ultimate goal to educate, engage, and empower the Van Nuys community by fostering and connecting leadership, capacity building, and impacting public policy using a dynamic partnership among neighborhood groups, residents, nonprofit organizations, businesses, religious institutions, and community leaders within the diverse communities of Van Nuys and surrounding areas.
- e. Public Safety
- f. Parks and Open Space
- g. Government Affairs and Bylaws
- h. Education/Heritage
- i. Other committees

**Liaisons:**

- a. VANC - The Valley Alliance of Neighborhood Councils (VANC) represents the 34 councils in the Valley. Meetings are second Thursday of the month at 6:30 pm.

- b. LANCC - The Los Angeles Neighborhood Council Coalition are members of the 97 Certified Neighborhood Councils. Meetings are the first Saturday of the month at 10:00 am.
- c. Budget Advocate Representatives - Represent the VNNC at the independent advisory body charged with making constructive recommendations on the city's budget to the Mayor and City Council inspiring City departments to improve their operations.
- d. Others

**9 Discussion and possible action to authorize the creation of an logo redesign ad hoc committee, with the goal of receiving a recommendation to the Board by September 2021 [2 months].**

**10 Schedule for General Board Meeting:**

- a. LAUSD Grab N Go Appreciation
- b. Swearing-in of new members and onboarding new councilmembers.
- c. Others

**11 Adjournment**

**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 72 hours prior to the meeting you wish to attend by contacting VNNC by calling: (818) 533-8662 or via email at: [info@vnnc.org](mailto:info@vnnc.org)

**PUBLIC POSTING OF AGENDAS** – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd, Van Nuys, CA 91401 and also online at [www.vnnc.org](http://www.vnnc.org). You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**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, 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: <http://www.vnnc.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 via email: [info@vnnc.org](mailto:info@vnnc.org)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the VNNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC By-laws. The By-laws are available at our Board meetings and our website <http://www.vnnc.org>

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 72 horas antes del evento. Por favor contacte a [info@vnnc.org](mailto:info@vnnc.org) por correo electrónico para avisar al Concejo Vecinal.

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

