



**UNITED NEIGHBORHOODS  
OF THE HISTORIC ARLINGTON HEIGHTS, WEST ADAMS AND  
JEFFERSON PARK COMMUNITIES NEIGHBORHOOD COUNCIL**

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**UNNC Executive Committee Meeting**

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Tuesday, March 16, 2010  
7:00 pm  
Council District 10 Field Office  
1819 S. Western Ave.  
Los Angeles, CA 90006

**MINUTES**

(approved April 20, 2010)

Vice-President Billie Green opened the meeting at 7:05 p.m.

Members present: Stevie Stern, Norman Gilmore, Wesley Todd, Billie Green

**AGENDA**

**MOTION:** Norman Gilmore moved to approve the agenda with the following amendments: (i) add approval of January 19, 2010 Executive Committee minutes.

Wesley Todd seconded.

Vote: Approved unanimously.

**PUBLIC COMMENTS**

Luis South announced a proposed Youth Conference and Festival. See below for background.

**Executive Committee Business:**

- A. Frederick Douglass High School, 3200 West Adams Blvd. – Dr. David Morrow, Director

Dr. Morrow introduced himself. He expressed his willingness to work with the community regarding traffic safety issues at the school.

Jeff Camp from the West Adams Avenues area expressed his opinion that the school was being proactive in addressing the problem.

Dr. Morrow said that out of the 37 conditions of the Conditional Use Permit, the primary one at issue relates to the requirement that drop off and pickup needs to take place inside the campus. Specific issues of neighborhood concern include front-of-school pickup, jaywalking, and illegal U-Turns. The school presented example photos (taken by community members) of the above situations at the most recent parents meeting to illustrate the nature of the safety



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issues to the parents.

- B. Luis South and Lenin Merchan presented on behalf of Jefferson Park Neighbors a proposal for a Youth Conference and Festival on the value of higher education, called Life Path 2010. It is planned for Leslie Shaw Park on April 17<sup>th</sup>. Luis presented a request for funds for up to \$2,591.00 to fund this event. An estimated 135 people will donate services in-kind, in addition to some other organizations.

The executive committee reviewed each line item of the proposed budget.

Wesley Todd will contact the city to determine whether an event substantially financed by UNNC would still need to pay \$730.00 in park fees for use of Leslie Shaw Park.

We discussed that no co-sponsors can use the UNNC name in connection with fundraising. Save-to-Life, a 501(c)3, has already paid an artist or DJ some funds. UNNC Executive Committee made it clear that UNNC will not reimburse funds already paid to the artist or DJ.

The Executive Committee also advised that the streaming video contractor and photographer both be required to sign contracts stating that work done for this project is “work-for-hire”, so that the media can be used in the future royalty free.

The Executive Committee advised that we cannot fund the “token of appreciation” for presenters.

**MOTION:** Norman Gilmore moved that the Executive Committee forward the request for up to \$2,016.00 for the Lifepath 2010 Youth Conference and Festival to the Governing Board for consideration, despite the fact that the Executive Committee has significant reservations about being the primary funder, and that there are only two weeks between potential funding approval and the event date.

Stevie Stern seconded.

Vote: 3 in favor, 1 opposed.

- C. Norman Gilmore presented several funding requests for fixtures, services, screens, and laptops to be used for promoting UNNC and conducting UNNC business.
- a. UNNC recently spent about \$2000 to design and print fifteen 24” x 36” posters mounted on gatorboard for use at events to show the UNNC map, meeting times, help explain the purpose of UNNC, present the results of UNNC projects, etc. The posters are done, and now we need stands that will be easy to transport by volunteers, easy to setup, and stable in at least a light breeze. Norman researched several online sites and discovered that these types of fixtures are not that cheap. AAA Flag and Banner quoted four (4) Eight-Foot Tee Stands with Outdoor Base at \$147.50 each. Requested budget: \$650.00
  - b. The ad used for Neighborhood News and the Flyer needs to be updated with election related content, and then updated post-election. Linda Frost Design provides graphic design services to UNNC at \$90/hour. Linda Frost recently did excellent work on our ad, our posters, and our business cards. Estimated budget for design: \$180 per update.



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Printing 1000 updated flyers in August: \$150, including tax and shipping.  
Requested budget: \$510.

- c. UNNC owns a Mitsubishi projector which can be used at Governing Board meetings to show maps, photos, and other information relevant to the agenda items. We could use a medium size portable screen so that we can show a clear image to a large group. We also need a small screen that is easy to take to meetings in smaller meeting rooms or homes. We need lightweight models since we don't have storage where we meet.

Requested Budget: \$550

- d. UNNC currently owns one laptop, a Dell Inspiron 5150 purchased on January 4, 2004. The laptop currently has 512MB of memory, but could be upgraded to 2GB total. The laptop does not have WiFi capability built in. This laptop is currently used by the treasurer for QuickBooks. We should add memory and WiFi capability to this laptop to maximize its usefulness. For example, with WiFi capability, the treasurer can use PayPal to securely pay some invoices, thus drastically reducing paperwork.

UNNC will be upgrading its website soon. As a result, there will be regular content updates by UNNC board members. In addition, we are using the projector more at meetings, and may have another person take responsibility for showing items on the screen. Also, we would like a capability of updating our Twitter feed during our meetings.

For these reasons, we require two additional laptops. One will be used primarily by the President, and one will be used by board members during meetings or at the UNNC office.

Requested budget: \$3200.

**MOTION:** Norman Gilmore moved that the funding requests presented for (i) poster display fixtures (ii) design services for ad updates (iii) projection screens for use at UNNC meetings (iv) Request for two laptops and related computer accessories and software for UNNC use be forwarded to the Governing Board for consideration.

Stevie Stern seconded.

Vote: Approved unanimously.

- D. Stevie Stern presented a request from the Elections Ad-Hoc Committee for a \$10,000 increase in funding to be available for the NC Elections outreach.

The City Clerk is running the Neighborhood Council elections in 2010. Previously, elections were promoted and run by each individual Neighborhood Council. The city had previously allocated two-million dollars for city wide election outreach for this election. However, these funds were rescinded and now neighborhood councils are again responsible for election outreach.

Funds would be used for: (i) Graphic design services, (ii) Doorhangers, flyers, and posters; (iii) two door-to-door flyer distributions to the entire UNNC area; (iv) newspaper ads; (v) bus bench or other display advertising and (vi) supplies for a Candidates Meet & Greet event.



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**MOTION:** Stevie Stern moved to forward the request to the Governing Board for consideration that the Elections budget be increased by \$10,000.

Norman Gilmore seconded.

Vote: Approved unanimously.

- E. Standing Rules tabled until the next meeting.
- F. Governing Board absences were discussed.
- G. Items for the next governing board agenda were discussed.
  - (a) Youth Conference and Festival Funding Request
  - (b) Poster Display Fixtures Funding Request
  - (c) Ad update Funding Request
  - (d) Projector Screens Funding Request
  - (e) Laptop and Office Equipment Funding Request
  - (f) Benny Potter Park Bathrooms designs discussion

#### **Treasurer's Report:**

Wesley Todd stated that the last projects submitted for approval at the June 2009 Governing Board meeting were all submitted complete for payment by the DONE deadline to use 2008-2009 rollover funds.

**Committee Updates:** None.

**New Business:** None.

#### **Minutes:**

**MOTION:** Stevie Stern moved to approve the January 19<sup>th</sup>, 2010 Executive Committee Minutes as presented.

Wesley Todd seconded.

Vote: Four in favor, none opposed, no abstentions.

**MOTION:** Stevie Stern moved to approve the February 16<sup>th</sup>, 2010 Executive Committee Minutes as presented.

Norman Gilmore seconded.

Vote: 2 in favor, none opposed, 2 abstentions.

#### **Announcements:**

None

Meeting adjourned at approximately 9:32 pm.

Respectfully submitted,

Norman Gilmore

UNNC Secretary

March 21, 2010