



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

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UNNC Governing Board Meeting

Thursday, June 3, 2010
Council District 10 Field Office
1819 S. Western Ave.
Los Angeles, CA 90006

MINUTES

(approved July 1, 2010)

President Stevie Stern opened the meeting at 6:55 p.m. A quorum was present.

Members present: Gus Harris, Jr., Brenda Bankhead, Laura Meyers, Norman Gilmore, Stevie Stern, Wesley Todd, Billie Green, John Arnold, Stephen Wallis, Betty Phillips, Moon Chung, Evangela Anderson, Roy Amemiya, Mason Bendewald, Jess Bravo.

Members absent: Joyce Smith, Brian Song, Marco Giordano, Ed Turner, Andrea Dunlop, Marva Maxey, Tae Kim.

AGENDA

Wesley Todd moved to approve the agenda.

Moon Chung seconded.

Vote: Approved unanimously.

PUBLIC COMMENT

The 40th Anniversary West Hollywood LGBT Parade is June 13th. www.lapride.org

Bob Manley presented to endorse Karen Bass.

Steven Smith presented himself as a candidate for Congress in District 31, running against Xavier Becerra.

3200 W Adams Blvd, Frederick Douglass High School Conditional Use Permit and safety issues:

Chris Borunda is with ICEF Public schools, which has 16 schools in West Adams. Two of the schools are at 3200 West Adams. He presented an update on issues related to the conditional use permit for the school. They have had to expel 4 students and suspend 12 students for violations of traffic safety rules.

Frederick Douglass is graduating its first class. In California the rate of high school graduates going to college is 60%, and so far 80% of their senior class has been accepted to college. The class includes a Gates Millennium Scholarship winner, of which there are only 1000 annually.



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Captain Hsiao with Fire Station 34 thanked the board for supporting their efforts in reaching 300 people for Fire Service Day. A great time was had by all.

Evangela Anderson of the Parks Committee presented a drawing of the proposed upgrade to the Annex of the Benny Potter Park. Evangela Anderson said that at the LVNOC meeting, two CD10 deputies were extremely supportive of getting city support behind the Benny Potter Annex upgrades.

Stevie Stern read a letter of appreciation from the Friends of the Washington Irving Library Executive Board for UNNC support for the Washington Blvd clean up.

Council District 10 Update:

Movies in the Park will be at the Benny Potter Park on July 17th.

EXECUTIVE COMMITTEE BUSINESS

- A. Evangela Anderson presented a funding request on behalf of the director of the South Seas House who could not be present. The request includes funding for Boogie Boards (about \$480, to replace the defunded surfing program which was extremely popular in prior years), a new bulletin board to be put in a wooden frame with a rain shield (like the existing one at the South Seas House), which UNNC would also have access to for posting (about \$436), Carpet Cleaner (about \$150), Arts and Crafts supplies (about \$691).

MOTION: Gus Harris, Jr. moved to fund the above request.

Betty Philips seconded.

Vote: Approved unanimously.

- B. Paul Darrigo presented a request for funding Reserve Animal Control Officer program. The city is so short staffed in animal control. Animal Control has only two officers for the city on the night shift from San Pedro to Sylmar. Volunteers can join the RACO program, but they have to pay for the full training of a regular animal control officer and for uniforms. They have the full authority of a regular staff animal control officer. Paul's proposal is to raise funds from 10 neighborhood councils in order to fund the training and uniforms of 10 volunteer Reserve Animal Control Officers. Hollywood Hills NC is probably on board. Paul has been to eight or ten NC meetings so far. He's talked to Tujung, Pico and others.

The contract for the training would require the volunteer to provide at least one year of service or have to repay training funds.

Jess Bravo arrived.

MOTION: Stevie Stern moved to support the above funding request for up to \$1500 dollars, provided that (i) a written funding request is submitted and (ii) the funds are used by November 2010.

Mason Bendewald seconded.

Vote: 13 in favor, 1 opposed, 1 abstention.



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- C. Jess Bravo provided an update on the 2009 Greening the Boulevard project on Washington Boulevard. There are a few problems. Some of the vines are not thriving. The soil needs to be amended, and some vines need to be replaced. The school does not appear to be providing maintenance. The west side has some irrigation problems and the guy has been called to fix the drip system. It should be fixed by now. The request is for new plants and soil amendments for up to \$300.

MOTION: Evangela Anderson moved to fund the above request for up to \$300.

Roy Amemiya seconded.

Vote: 14 in favor, none opposed, 1 abstention.

- D. Stevie Stern presented the updated Standing Rules for the UNNC Governing Board, which has been revised and approved by the Executive Committee.

The amended standing rules now add the Executive Committee as a Standing Committee and lists the responsibilities of that committee.

MOTION: Norman Gilmore moved to adopt the Standing Rules as updated, with corrections to numbering.

Wesley Todd seconded.

Vote: Approved unanimously.

COMMITTEE BUSINESS

- A. Laura Meyers, Norman Gilmore and John Arnold, speaking as residents, discussed the lack of an Interim Control Ordinance in Jefferson Park. Historic houses are being lost due to the lack of an ICO, which is causing our HPOZ survey to go out of date. California Public Records Requests are being made by individuals in order to try and track down why the ICO has not been moving forward through the city since the council motion was made in 2006.

- B. Election Ad-Hoc Update

There will be an ad-hoc meeting of the Election committee on Monday. All candidate filing deadlines have passed.

The candidate forum is Wednesday, June 16th at 7:00 pm.

- C. The next Planning and Zoning meeting is canceled since it conflicts with the candidate forum.

Brenda Bankhead left.

APPROVAL OF MINUTES

The minutes for May 6, 2010 Governing Board meeting were presented by Norman Gilmore for review and approval.

MOTION: John Arnold moved to approve the minutes as presented.

Roy Amemiya seconded.

Vote: 11 in favor, none opposed, 2 abstentions.



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TREASURER'S REPORT

Tae Kim arrived.

Wesley presented the Quickbooks reports. He explained that there was some difficulty in determining the exact amount of the rollover. The city is allocating \$45,000 for the next fiscal year. A proposed budget was presented, using the format specified by the Department of Neighborhood Empowerment.

MOTION: Billie Green moved that the proposed budget be adopted for the next fiscal year.

John Arnold seconded.

Vote: 14 in favor, none opposed, no abstentions.

MOTION: Billie Green moved to approve the Treasurer's report, including the US Bank Statement dated 5-21-2010.

Gus Harris, Jr. seconded the motion.

Vote: Approved unanimously.

PRESIDENT'S UPDATE

Because our election is June 26th, and the Thursday July 1st, Governing Board meeting is so soon afterwards, it is not entirely clear if our election will be certified by the clerk at that point.

Existing board members need to attend the July 1st meeting.

Mason Bendewald agreed to order the food for the July meeting.

ANNOUNCEMENTS

Meeting adjourned at 8:54 p.m.

Respectfully submitted,
Norman Gilmore
UNNC Secretary
June 16, 2010

Attachments:

1. Proposed Budget for 2010-2011.
2. Standing Rules Approved June 3, 2010

**United Neighborhoods Neighborhood Council
Budget July 2010 - June 2011**

Yearly Allocation		\$45,000.00
Rollover		
Total		\$45,000.00
Budget		
Category		Annual Total
Codes		
Operations		
UTI	Phone Systems	\$300.00
OFF	Office Supplies	\$1,000.00
RET	Retreat	\$800.00
FAC	Account Review	\$250.00
POS	USPS - Box Rental	\$300.00
COP	Copying	\$1,400.00
	Bus Cards	\$1,000.00
	Sub Total	\$5,050.00
Outreach		
MEE	GOV BD Meeting/Refreshment	\$2,500.00
WEB	Website Maint	\$5,200.00
COM	Computer/Software/Supplies/Design	\$1,000.00
ADV	Advertising	\$1,000.00
	GOV BD Funding Approval	\$15,125.00
	Sub Total	\$24,825.00
Community Improvement		
	GOV BD Funding Approval	\$15,125.00
	Sub Total	\$15,125.00
	GRAND TOTAL	\$45,000.00

UNNC STANDING RULES

1. A Parliamentarian shall be agreed upon by the Governing Board, and the duties of the Parliamentarian shall be, but not limited to, attending Governing Board and Executive Committee meetings, keeping adherence to time for speakers and agenda items, helping ensure that meeting do not get bogged down, that meetings end as close to their scheduled time, is familiar with and carries a copy of the UNNC Bylaws and Standing Rules in order to help UNNC proceed accordingly, keeps meeting from straying away from the agenda, and is familiar with and helps keep meetings in adherence to Roberts Rules of Order.
2. All Governing Board members shall complete Ethics Training and Funding Training within four months of being seated on the board. A board member who has not completed either these trainings, or has not renewed their Ethics Training every two years, shall not be eligible to vote, and within six months shall be dismissed from the board.
3. In addition to the UNNC Bylaws stipulating the removal of board members through petition or three consecutive absences from Governing Board meetings, dismissal from the board shall be prompted by the following:
 - a. Per Standing Rule #2, failing to complete Ethics and Funding trainings.
 - b. For At Large Board Members, failure to take part in UNNC sponsored events and/or to sit on a committee as a regular attendee, which means attending the committee meeting at least every other month.
 - c. For Resident Region Representatives, failure to outreach, attend neighborhood meetings, represent UNNC at neighborhood block club associations and UNNC-sponsored events, and/or attend any UNNC committee meeting when an issue pertaining to the Representative's Region is up for review.

The board member in question shall be called before the Executive Committee and, if warranted, the Executive Committee shall bring a recommendation for dismissal to the Governing Board for a vote.

4. STANDING COMMITTEES:

- a. Economic Development
 - 1. Interface with business stakeholders
 - 2. Beautification and improving our business corridors
- b. Outreach Committee
 - 1. Outreach to community
 - 2. Not interface with City Departments
 - 3. Publicize what we've done as a Neighborhood Council
 - 4. Outreach to public regarding committees
- c. Planning & Zoning Committee
 - 1. Deal with land use issues
 - 2. Interface with developers and community regarding new development
 - 3. Historic Preservation issues (until such time that there is someone interested and qualified to chair a Historic Preservation Committee)
- d. Public Safety
 - 1. Deal with nuisance and blight
 - 2. Disaster preparedness
 - 3. Interface with LAPD and LAFD
- e. Public Works
 - 1. Concerned with issues such as pot holes, sidewalks, crosswalks, traffic safety
 - 2. Interface with Department of Public Works and Department of Transportation
- f. Recreation and Parks
 - 1. Include LAUSD recreation spaces
 - 2. Include greening (pocket parks, medians)
 - 3. Interface with neighboring recreational centers and sports leagues for activities for UNNC youth
 - 4. To think beyond the City's Parks and Recreation Department
 - 5. Interface with Department of Recreation and Parks
- g. Youth Committee
 - 1. Deals with issues as concerns youth in our community
- h. Executive Committee
 - 1. Comprised of the Officers of the Governing Board

2. Reviews Funding Requests and makes recommendations to the Governing Board
3. Reviews Governing Board Agenda
4. Reviews members' absences
5. Takes care of UNNC business as needed
6. Meets with Committee Chairpersons to deal with any problems, issues, and/or projects
7. Deals with administrative issues of the organization

5. How Standing Committees Work:

- a. Standing Committees shall work on issues and projects raised by its members, stakeholders, referred by the Executive Committee or Governing Board, or special projects that the committee identifies as falling under its mission
- b. Each Standing Committee shall meet monthly in a public place on a regular standing meeting night
- c. Each Standing Committee shall draw up a Mission Statement to be approved by the Governing Board
- d. Standing Committees shall submit agendas to the Executive Committee by a prearranged schedule so that the agenda can be posted at least 72 hours in advance of meetings
- e. Minutes shall be taken at each meeting
- f. UNNC will maintain email lists for all committees
- g. The appointment of Committee Chairpersons is not limited to only Governing Board members; any interested stakeholder may serve as a Committee Chair

6. STANDING COMMITTEE CHAIRPERSONS

- a. All Committee Chairpersons agree to agenda their meetings and supply the Exec Committee with a copy of the agenda the week before the date of the meeting so that the agenda can be noticed in the community.
- b. All Committee Chairpersons agree to supply the Exec Committee with updates on contact information of their committee members and participants in committee activities for UNNC outreach purposes.
- c. Each year, Committee Chairs are voted on by the Governing Board for a one year term
- d. Committee chairpersons shall keep records of sign-in sheets, agendas and minutes
- e. Any committee correspondence, flyers, any written materials, etc., shall be approved by two of the UNNC officers
- f. Chairpersons shall do due diligence in outreaching for committee members

- g. Chairpersons shall promote contact-building for UNNC email list
- h. Committee chairpersons shall prepare agendas for meetings in a timely manner so that it can be posted at our posting locations and sent out by email
- i. Committee chairpersons shall attend Executive Committee and Governing Board meetings as needed
- j. Committee chairpersons shall give 72-hour notice to Resident Representative Governing Board members when an issue particular to that member's region is on that committee's agenda

7. Committee Membership

- a. Any Stakeholder who is in attendance of the Standing Committee meeting shall have a vote at that meeting
 - b. Elected Resident Region Representative Governing Board members shall make themselves available to attend committee meetings as issues pertaining to their region arise; it is also that board member's responsibility to outreach to their region stakeholders to notify them of the issue and the committee meeting
 - c. At Large Governing Board members shall choose a Standing Committee to become a participating member and regular attendee of, especially pertaining to their area of interest and designation on the board.
8. All board members or committee chairs who create an online account used for UNNC business or with the UNNC name in the user or account name must provide the administrative login information (i.e., website, username and password) to the Executive Committee within one week of account creation or upon request of the Executive Committee.