



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

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UNNC Executive Committee Meeting

Tuesday, November 19, 2013
Council District 10 Field Office
1819 S. Western Ave.
Los Angeles, CA 90006

MINUTES

(approved December 17, 2013)

CALL TO ORDER

Vice-President Billie Green opened the meeting at 7:07 p.m. A quorum was present.

Members present: Stevie Stern, Billie Green, Norman Gilmore.

Members absent: Fletcher Kauffman.

Additional UNNC board members present: Jeff Camp, Dolores Spears, Sandra Pruitt, Marius Stelly.

APPROVAL OF AGENDA

MOTION: Stevie Stern moved to approve the agenda as presented.

Norman Gilmore seconded.

Vote: Approved unanimously.

PUBLIC COMMENT

Stevie is performing cabaret with friends at the Blue 5 Gallery this weekend – two shows!

Rosie Brown, a Jefferson Park resident, asked about excessive business signage and sidewalk displays on the Jefferson Blvd corridor.

EXECUTIVE COMMITTEE BUSINESS

A. Funding Request – Winter Wonderland- Sylvia Lacy Council District 10 – ACTION

Sylvia Lacy, District Director for Council President Herb Wesson, presented a funding request for the annual Winter Wonderland event.

Due to a conflict, Winter Wonderland event date has changed to December 21st (it had been planned for the 14th). This will be the 7th year of the event. There are usually 800 to 1000 attendees.

There will be a Santa with photos, crafts, a zip line, food, a snow slide and other activities.



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Schools in the district are asked to identify families in need who are specifically invited, although the event is open to all.

She presented a funding request for \$1500 for food and refreshment for Winter Wonderland.

MOTION: Stevie Stern moved to recommend to the UNNC Governing Board that UNNC fund up to \$1500 for food and refreshments for the Winter Wonderland event to be held in December 2013.

Norman Gilmore seconded.

Vote: Approved unanimously.

B. Funding Request – UNNC Brochures – Dolores Spears – ACTION

Dolores Spears, Chair of the Outreach Committee, presented a funding request for a new UNNC flyer.

The committee presented a design and copy. The quote from CompuBase printing is for \$478.51 for 2500 single sided copies and \$681.25 for 2500 double sided copies. They are working on getting a Spanish translation for the flyer.

MOTION: Norman Gilmore moved to recommend to the UNNC Governing Board that UNNC fund up to \$682 for design and printing of a new UNNC flyer.

Stevie Stern seconded.

Vote: Approved unanimously.

C. Leslie Shaw Holiday Event - Sandra Pruitt and Dolores Spears – Update – ACTION

Sandra Pruitt presented two separate flyers for a Holiday event at Leslie Shaw Park.

Toys will be donated to the non-profits Saving All Kids and the Friends of Jefferson Park Library and will be distributed by those non-profits.

The flyers will be distributed at Sixth Avenue School and at stores around the park.

Dolores Spears noted that Sandra Pruitt has been working a lot on this project.

D. Funding Request – CERT Training and Emergency Management Plan – Debra Varnado – ACTION

Debra Varnado presented proposal to present a CERT Training class in January and February. It would be for seven Thursdays from about 6pm to 9pm.

The classes are taught by the LA Fire Department. The classes would be at Iglesia Cristiana Antioquia at 3501 West Adams Boulevard.

The class covers disaster preparedness, fire suppression, medical operations, triage, light search and rescue.



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This class would be open to up to 35 people. The idea would be to include people from every region of UNNC. The class would be free to the public.

Debra Varnado is requesting \$1046.72 from UNNC for 1000 flyers, 10 yard signs, 1 banner, and refreshments for seven classes.

25 people is the recommended minimum for the class.

MOTION: Norman Gilmore moved to recommend to the UNNC Governing Board that UNNC fund up to \$300 for flyers and for food and refreshments for seven CERT training classes to be presented in January and February of 2014.

Stevie Stern seconded.

Vote: Approved unanimously.

Debra Varnado said that the LA Emergency Management Department has invited Neighborhood Councils to compete for a \$100,000 plan to develop an emergency management plan with 25-40 households. The plan would be enacted in the October 2014 “Shakeout” event.

Granada Hills, Lake Balboa, and Watts neighborhoods have very active Emergency Preparedness Committees.

E. Jefferson Park Sign Lighting Project – Update – ACTION

Bill Holden of Greencrest Lighting presented an update on the Jefferson Park Sign Lighting Project.

Bill Holden said that Greencrest was ready to install the lighting on the sign.

LA DWP claims to not know what the address is for the meter connected to the Jefferson Park entry sign on Jefferson Boulevard.

LA DWP wants to know who owns the land that the meter was on. While it appears to be a city sidewalk, it may have an easement that attaches it to a neighboring property.

LA DWP says they cannot find the permit for the original work.

Alvero Escobar is the employee at DWP who needs to go evaluate the location.

Gus Harris, Jr. said that Trinity Baptist will receive the electric bill and Jefferson Park Business Improvement District will pay the bill.

Gus Harris, Jr. worked with Albert Lord to reach Alvero Escobar.

Gus Harris, Jr. said the street blocking needed during installation would be arranged with the Senior Lead Officer and Albert Lord.

Stevie Stern asked if Gus Harris, Jr. could contact LANI to get access to the original plans.



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F. Managing UNNC Facebook and Twitter accounts – ACTION

Stevie Stern reported that a former board member and community member, Mason Bendewald, has been operating the Harvard Heights and Angelus Vista Facebook pages. He has offered to curate the UNNC Facebook page.

We have recommended that the Facebook page should be posting only, and not allow comments.

We will post agenda links. Stevie Stern can post all current news items that are sent to the website currently to the Facebook page manager. Also, the Facebook page manager should cross promote other community events and sites in the neighborhood. The Facebook page manager will provide feedback to UNNC about our engagement statistics.

MOTION: Stevie Stern moved that we appoint Mason Bendewald as UNNC Facebook page manager, and ask him to follow these guidelines:

UNNC will post our agenda links to our Facebook page. Stevie Stern can post all current news items that are sent to the website currently to the Facebook page manager. Also, the Facebook page manager should cross promote other community events and sites in the neighborhood. The Facebook page manager will provide feedback to UNNC about our engagement statistics. The page should not allow comments by third parties.

Norman Gilmore seconded.

Vote: Approved unanimously.

Stevie Stern will ask Mason Bendewald if he also wants to manage our UNNC Twitter account.

G. DONE Funding Training Update – Jeff Camp.

Jeff Camp did a full court press on studying the old Treasurer training and figuring out what DONE wants from us. He has learned that DONE is expecting to get us the new online accounts at the beginning of 2014.

Jeff Camp said we need to work on our procedures for the following items:

1. They do not want us to prepay for any service. All services must pay monthly.
2. We are supposed to do demand warrants for everything that isn't incidental.
3. We have to provide a headcount for meetings that provide refreshments. The minutes should now start with a count of people in the room at the beginning of the meeting.
4. Equipment must be actively in use for NC or put in storage.
5. They want an inventory list at the end of the fiscal year
6. Electronics have to stay on the list for 3 years. After that they can be recycled if broken.

We get discounts at Office Depot

Exec committee will do inventory and storage clean-up the last week of December. Dolores Spears offered to help.

H. Review Board Members' absences.

Chris Carlson and Roy Amemiya have currently missed three consecutive meetings.



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I. Plan agenda for next Governing Board meeting

Items noted above will be included on the next Governing Board Agenda.

TREASURER'S REPORT

Treasurer's update provided by Jeff Camp above under item G.

COMMITTEE UPDATES

Sandra Pruitt reported that members of Jefferson Park United had a productive meeting with LA Parks Foundation. Norman Gilmore is working on the Leslie Shaw Park fundraising website.

Jeff Camp reported that the Benny Potter Park cameras should be installed in a few days.

OLD BUSINESS

Norman Gilmore reported on the website development status. Lentini Design made a progress delivery on October 29th.

NEW BUSINESS

Rowel Salvador from 6th Avenue School would like to present a Funding Request to the Executive Committee - he was referred to attend in December when this item could be put on the agenda.

We are considering having the January Governing Board meeting on the 2nd Thursday, since the 1st Thursday is January 2nd.

Stevie Stern departed and we lost quorum.

APPROVAL OF MINUTES

The Secretary presented minutes for approval.

No quorum for a vote. Postponed.

ANNOUNCEMENTS

None.

Meeting adjourned around 9:51 p.m.

Respectfully submitted,

Norman Gilmore

UNNC Secretary

December 17, 2013

Attachment: None.