

Minutes of the Special General Board Meeting of the
Reseda Neighborhood Council
Wednesday, October 17, 2018

Reseda Neighborhood Council Community Space, 18118 Sherman Way, Reseda, CA 91335

- I. **Meeting called to order** by Board President C.R. Cochrane at 7:12 PM.
- II. **Pledge of Allegiance** was led by Cochrane.
- III. **Roll Call – In attendance**, making a quorum: CR Cochrane, Anna Measles, Jeffrey Minter, Sarah Williams, Sharon Brewer, Martin Buonora, Anthony Contreras, Jeff Girten, Cameron Lambert and Joe Phillips. **Not in attendance**: Gilbert Juarez (notified CR that he was running late), J. Benjamin Johnson, Priscilla Anchondo (had emailed and said she would be here at 8:30), Yassmin Flores, Maggi Espada-Hernandez.

IV. Introduction of City Employees and other visitors:

None present as of 7:14 pm.

V. Public Comment and Announcements:

None present as of 7:14 pm.

There was discussion of how the meeting would be run, and argument between Cochrane and Minter over the term ‘grievances’ when referring to the civility discussion later in the agenda, since there are no formal grievances before the board. Cochrane asked, in the absence of microphones for this meeting, for members to speak up.

VI. Officer Reports:

A. President C.R. Cochrane:

Cochrane distributed handouts to the board, starting with General Agenda Meeting Deadline dates, which list dates from November through June for meetings and dates for posting agendas, so this handout tells everyone when they need to get items onto agendas, to be posted 7 days ahead of meetings. Asterisks are for holidays. It was noted that many dates need correcting to read 2019 instead of 2018. Sarah Williams noted that one of the Standing Rules, yet to be approved, dictates this schedule, so what’s not yet approved.

The second handout from Cochrane was a letter from Seme Park, explaining how the meeting reschedule (meeting tonight on Wednesday as opposed to Monday, 10/15) came to pass, saying there was a glitch in the system. The process for rescheduling and changes of agendas were discussed, and the chain of events including how posted agendas on the window and handwritten changes (because a printer wasn’t available) took place. Yassmin Flores (at some point she joined the meeting, exact time not noted on the recording) said that Vanessa Serrano and the city were under the impression that the meeting tonight was at 7:45 pm, Joe Phillips said he had spoken to her and she knew

the meeting was at 7:45 pm. Martin Buonora noted that a mistake was made, can we move forward. Vanessa Serrano arrived during the discussion and spoke, referring to the email from Semee Park noted above. The original agenda was sent on time, but it was received as a Word doc, not a pdf as usually submitted, which is what caused the reschedule. Going forward, as a courtesy, agendas will be converted if they arrive as Word docs. There was more discussion clarifying this process.

Serrano also noted there would be an Ethics training on 10/22 in Mission Hills, all are invited, she thinks all are up to date, but all are welcome in any case. There are other trainings happening as well, she encouraged everyone to look it up. She also encouraged increasing outreach for elections, walking people through the processes, etc.

Anna Measles noted that the rosters haven't been updated to reflect funding training for everyone. Joe Phillips asked if they can be notified by the system a month ahead of training due. Cochrane noted another handout just given to the board members, listing the due dates of their trainings. Cochrane quickly read through the rest of the items on her handouts.

- B. Vice President Anna Measles: Reiterated the meeting being rescheduled was not a good thing. Some people showed up on Monday. Cochrane noted that some of what Measles was bringing up was more pertinent to the upcoming agenda item of process and civility below, and asked that Measles hold off on topics not part of the Vice President's report.

Measles then noted that nameplates are being put on hold because of board fluctuation, due to Narguess Noohi quitting and the possibility of other changes in the board that could happen. In Outreach, they decided for two-level nameplates, with officer title and name. Measles will research prices, will need to go to the manufacturer in person.

- C. Treasurer Gilbert Juarez: (At some point during the proceeding, he joined the meeting, unclear on the audio recording.) He had a finance meeting a week ago, items are in the agenda below.
- D. Sergeant-at-Arms J. Benjamin Johnson: Not present.
- E. Secretary Jeffrey Minter: He noted that he is not involved with the agenda currently, would love to help draft and avoid problems like what happened this week.
- F. Parliamentarian Sarah Williams: Very important for everyone to be on the same page in terms of bylaws and procedure. She addressed criticisms of how she is using parliamentary procedures and communications, please know she is available to answer questions. She wants everyone to feel comfortable and be able to participate.

VII. Committee Reports:

- 1. P.L.U.M. DJ Frank – Meeting on the first, interesting projects coming up. 6pm on the first Thursday of the month.
- 2. Bylaws & Stand. Rules DJ Frank – Next meeting next Tuesday 10/23 at 5:00, more additions to standing rules to be added. Leaving shortly, will let Sarah Williams handle it.

New suggestions for standing rules, send an email to him, please don't do it in this meeting. Either strike or accept completely, not adjust.

3. Youth & Senior Ad. Carmen Winston – not present.
4. Community Space Rob Vogel – Everything is normal, meeting tomorrow, Thursday, make sure the Eagle Scouts (on agenda for later) get an answer tonight.
5. Disaster & Emer. Services Larry Bowman – Garth Carlson spoke on Larry's behalf, he is still ill, the next meeting is the second Tuesday of November, they had a successful CPR class this weekend, working on First Aid classes for November & December. 32-33 people attended CPR class.
6. Economic Development Garth Carlson – meeting next Thursday 10/25, 7pm.
7. Finance Gilbert Juarez – Meeting in November TBD, Anna Measles asked about having a regular slot, he understands but upcoming holidays are problematic.
8. Health & Wellness Maggi Espada-Hernandez -Not present.
9. Homelessness Advocacy Anthony Contreras – Meeting tomorrow not going to happen, 11/15 meeting will happen at 6:00-7:00pm, the Homelessness Town Hall is happening this Saturday from 10am - Noon. He's very excited about the event and is looking forward to board support this Saturday.
10. Mobility & Environment Joe Phillips – last meeting, they spoke about next cleanup, aiming to do on a quarterly basis, starting in January, focusing on re-education on the MY LA 311 app process and how to use it effectively. 11/12 is next meeting. He's still planning rides and looking at mobility issues. Any questions ask him.
11. Newsletter Garth Carlson – Jeffrey Minter noted this isn't a committee, Sarah Williams said it should be part of Outreach. Carlson has room for articles for the next newsletter. Holiday lights situation might result in more space.
12. Outreach and Public Relations – Sarah Williams – As Garth mentioned, holiday lights issue – talking to the bureau of street lighting , permits are required, bureau is willing to help, but the vendor (Sierra) is not a certified vendor, they can partner with a licensed contractor. The bureau can approve in 2 days turnaround, cost about a couple hundred dollars for permits. Question is can we get a new vendor, or can we get our old vendor approved in time? Carlson noted that discussions are under way. Social media is moving forward, new Instagram followers, there are some issues with Facebook that need to be addressed with the city attorney.
13. Ad Hoc Election Priscilla Anchondo (who just joined the meeting) – First meeting is this Monday 10/22 6:30pm, there will be a guest speaker from City Clerk's office, specializing in elections. The meeting will be in the back as there is another meeting taking place. All are invited to attend.

VIII. Presentations and Announcements

(No presentations)

IX. Reseda Neighborhood Council Administrative Matters

1. The Reseda Neighborhood Council will discuss General Board Meeting protocol, and The LA City Code of Civility.

Cochrane ceded floor to Vanessa Serrano, she has a copy of the code of conduct, which all been asked to review and sign when becoming board members. Different boards have different regulations of yearly renewal, etc. Very important for board members to recognize their positions as representatives of the community. Setting should be open and welcoming to all. Big part is conducting meetings with respect, etc. eye-rolling, leaving room in protest, etc., we work in large board where there will be disagreements, but we have to be able to vocalize so that all can be heard.

Copies of code of conduct available. She can send links to the pdf, as some versions of the hard copy didn't print in entirety. She didn't want to address specific issues that have been emailed to her recently, they're working and listening to everyone's concerns. Goal is to get all to focus on agendas and community, rather than personal issues. Dispute resolution versus grievance communication, something that gets covered in retreats. There are mediation nonprofits that can be helpful. Being able to recognize where everyone is coming from. She recommends direct approaches – the city isn't here to resolve personal issues, but can provide different methods to approach. Rather than rallying a mob, try direct personal approach. Outside mediators, counselors who are objective can be helpful, it has happened with other boards. They have a list of mediators who focus on community engagement. If public funds are used to pay for it, it has to be open to the public. Exercises from most recent retreat were discussed, an example of an exercise using post-it notes. Retreats tend to bring groups closer, it's about keeping that feeling going and applying it to meetings.

Gilbert Juarez suggested agenda items to touch base on communication, if it can be done without offending or without people taking the item as a personal attack regarding to a specific situation. It all depends on what the board is up to doing. Recognizing that different styles are at play. Suggestion boxes for things board-related, not personal were discussed. Serrano said that lots of NC's are going through this right now. City wants to get back to the "What's Our Mission?" state. "Forming, Storming and Norming" phases discussed. Lots of change here with RNC, lots of turnover, that happens. But everyone needs to feel heard and accepted.

Sharon Brewer recommended having Vivian (last name unclear on recording) with Labor Relations who works with neighborhood councils come in as guest speaker or to run a workshop with the RNC. She also has YouTube videos. Cochrane liked the suggestion box idea and noted that often complaints don't reach the person being discussed, by the time it reaches the individual it's been through various people and it becomes emotional. She noted that screaming and hollering shuts her down completely. Communicating on a conference call example noted as a reason to have Cochrane and Anna create the agendas.

Jeffrey Minter asked for clarification, as there seems to be a conflict in wording of bylaws/standing rules regarding his position as Secretary and his role in drafting agendas. Serrano noted that setting agendas earlier allows for more time to give everyone a chance to give feedback and input. Sarah Williams noted that much of this will be addressed in the procedures and that, like sports, there have to be rules that everyone agrees to and referees.

Garth Carlson noted that egos get in the way of communication. Take ego out of the conversation. Radio silence in regard to agenda items that have been submitted creates problems. Cochrane reiterated that the agenda item submission dates distributed with her President's report and discussed earlier is a way forward. Juarez stated that if egos are going to get in the way, then for the upcoming elections, if people don't want to work with each other, don't run or don't vote for those people.

Serrano requested board members to send her a list of what kind of training or things that could help this board, to help set up trainings or mediations to address the recurring problems, etc.

Cochrane wanted to give everyone an opportunity to voice problems or things they don't like or have suggestions/recommendations, this is a chance to express themselves, 30 seconds each.

Anna Measles referred to a picture that ran in a newspaper last week, saying notification to the board for these opportunities so they can have a chance to be in the picture would be nice.

Martin Buonora admires and appreciates people willing to come together and thinks this agenda item is a good start.

Joe Phillips likes consistency, doesn't like regular meetings on non-Mondays. Doesn't like special meetings for normal topics. Williams passed but said people should follow procedures.

Cameron Lambert said that it's generally important to approach each meeting professionally and be respectful, we represent the community don't want to scare them off.

Anthony Contreras agrees with Lambert, feels that sometimes we've lost focus on what we're here for, to work for the community, not here for us.

Gilbert Juarez stated that moving forward, if you have an issue with me, tell me, I'll control myself. Would like more input from actual stakeholders.

CR Cochrane stated we can all have meetings without outbursts, fits, frustration, screaming. Take deep breaths and think before speaking.

Yassmin Flores would like to see more respect from everyone, everyone being respected equally, as well ethics training.

Jeffrey Minter was bothered by a recent accusation, wishes they'd come to him first.

Jeff Girten – pass, but he doesn't feel like he's seeing things get done.

Priscilla Anchondo would like to go back to regular meetings, doesn't like special meetings. Things should happen in committee, not in the general meeting, so have the committees regularly meet each month, no rescheduling.

Sharon Brewer wants things on the agenda and backup documents being sent on time, not on the day of.

Garth Carlson noted that almost two hours have been spent on this tonight, it would be more appropriate to have this kind of meeting separate from a regular board meeting. These are the things that cause empty seats from stakeholders.

Rob Vogel said the board needs to get along with one another. Too much stress. Suggests a review of ethics and codes for all.

2. The Reseda Neighborhood Council Board has approved the resignation of Ms. Narguess Noohi effective September 24, 2018. In accordance with the bylaws, any qualified "at large stakeholder" may choose to run for the newly vacant seat anytime after October 24, 2018, and there will be a vote if necessary at the general meeting. Eligibility for the position is defined as an "at-large stakeholder" who has an ongoing participation within the Reseda neighborhood Council boundaries and who is at least 18 years of age.
3. The Reseda NC Board to discuss & consider approval of board General meeting minutes from 9/17/18 & 10/01/18, and any prior (unapproved) minutes. This item was postponed.
4. The Reseda NC board to discuss and consider the following finance committee recommendations:
 - a. Discussion and possible action to approve monthly funds of up to \$450 for the Reseda NC newsletter for the month of November 2018 through January 2019. After discussion and clarifications of confusions of item 7 below, Gilbert Juarez moved to table the discussion to refer it back to committee, Jeffrey Minter seconded. A roll call vote was taken and the motion passed.
Vote Count: Yes 11, No 0, Abstain 0, Ineligible 1 (Lambert), Absent (Espada-Hernandez, Johnson, Phillips [had left the room])
 - b. Discussion and possible action to approve funds of up to \$200 for Refreshments snacks and copies of flyers for distribution for the Reseda NC health and wellness committee event on Saturday November 17th 2018. After discussion, where it was pointed out that no address was on a flyer (Sarah Williams noted a revised flyer has the address on it), a roll call vote was taken and the motion passed.
Vote Count: Yes 8, No 2 (Girten, Phillips), Abstain 2 (Minter, Williams), Ineligible 1 (Lambert), Absent 2 (Espada-Hernandez, Johnson).
 - c. Discussion and possible action to approve funds of up to \$250 for the Reseda NC mailbox through instant passport photo service.
A roll call vote was taken and the motion passed.
Vote Count: Yes 9, No 0, Abstain 3 (Girten, Minter, Williams), Ineligible 1 (Lambert), Absent 2 (Espada-Hernandez, Johnson)
 - d. Discussion and possible action to approve payment of the AppleOne Employment Services invoice of \$167.48 for our minute taker Paul Plunkett. After discussion of a .05 error, this is a vote for the correction on a previously approved vote. A roll call vote was taken and the motion passed.
Vote Count: Yes 12, No 0, Abstain 0, Ineligible 1 (Lambert), Absent 2 (Espada-Hernandez. Johnson)

- e. Discussion and possible action to approve payment of the AppleOne Employment Services invoice of \$242.55 for our minute taker Paul Plunkett. A roll call vote was taken and the motion passed.
Vote Count: Yes 11, No 0, Abstain 0, Ineligible 1 (Lambert), Absent 3 (Espada-Hernandez, Johnson, Flores [had left the room]).
 - f. Discussion and possible action to approve funds of up to \$4900. For MySafe:LA, NPG. After brief discussion, Gilbert Juarez moved to postpone this item, Jeffrey Minter seconded. After a show of hands vote, the motion passed unanimously.
 - g. Discussion and possible action to approve MERs for August 2018. CR Cochrane recommended postponing until the council has more information. Gilbert Juarez moved to postpone until the council has further information, Jeffrey Minter seconded and after a show of hands vote, the motion passed unanimously.
5. The Reseda NC board to discuss & consider the recommendation from the bylaws and standing rules committee:
- a. See attached 7 page document. After discussion, Sarah Williams moved to adopt standing rules as drafted, omitting the joke item referring to popcorn, Jeffrey Minter seconded. After a show of hands vote, the motion passed.
Vote Count: Yes 10, No 2 (Brewer, Girten), Abstain 1 (Buonora), Absent 2 (Espada-Hernandez, Johnson).
6. The Reseda NC board to discuss and consider the recommendation from the Outreach and Public Relations Committee:
- a. recommendation to continue to move forward with holiday lights installation, if permitting and installation preparations are resolved by the first November General board meeting.
After a show of hands vote, the recommendation passed.
Vote Count: Yes 9, No 1 (Minter), Abstain 1 (Cochrane), Absent 2 (Espada-Hernandez, Johnson)
 - b. recommendation to approve of Health & Wellness revised flyer for event on November 17th.
After discussion a show of hands vote was taken and the recommendation passed.
Vote Count: Yes 9, No 2 (who voted no not said out loud on recording), Abstain 1 (Cochrane), Absent 2 (Espada-Hernandez, Johnson)
 - c. recommendation to approve holding Eagle Scout dinner on November 16th. After discussion of how approval is needed to get the event form in on time, Martin Buonora called the vote, Yassmin Flores seconded and after a show of hands the recommendation passed unanimously.
 - d. recommendation to approve to allow the Wildlife Steering committee to have a one-time Board Meeting at space on November 27th. After discussion a show of hands vote was taken and recommendation passed.

Vote count – Yes 11, No 1 (unsure who voted no, not said out loud on recording), Abstain 0, Absent 2 (Espada-Hernandez, Johnson)

7. Per recommendation of The NC Funding Division: the Reseda NC board to discuss and consider the recommendation of the separate (formal) approval of two expenses.
 - a. Invoice Date 6/25/18 July 2018 newsletter \$399.67
After discussion a roll call vote was taken and the recommendation passed.
Vote Count: Yes 10, No 0, Abstain 2 (Girten, Williams), Ineligible 1 (Lambert), Absent 2 (Espada-Hernandez, Johnson)
 - b. Invoice Date 8/01/18 August 2018 newsletter \$399.67
Note: On 8/20/2018 the Board voted to approve up to \$450 monthly newsletter for 4 months. This approval covers the expense for 4 months following the date of approval (8/20/18), it does not cover any expense prior. After discussion a roll call vote was taken and the recommendation passed.
Vote Count: Yes 10, No 0, Abstain 2 (Girten, Williams), Ineligible 1 (Lambert), Absent 2 (Espada-Hernandez, Johnson)

8. The Reseda NC board to discuss and consider the recommendation from disaster and Emergency Services committee:
 - a. The recommendation to hold a standard First Aid course on November 18, from 9am to 11am.
After discussion, Show of hands vote was taken and the recommendation passed.
Vote count: Yes 11, No 1 (Girten), Abstain 1 (Williams), Absent 2 (Espada-Hernandez, Johnson)

9. The Reseda NC board to discuss and consider the recommendation to remove board member Benjamin Johnson for excessive absences.

After discussion, including CR Cochrane paraphrasing a letter from Johnson (she will send the entire letter to the board), explaining the reasoning behind his absences connected to his job, this item was postponed based on the motion from the last meeting, that this item take place at a regular meeting and this is a special meeting. Serrano suggested agendaizing the reading of the full letter and listing of all dates and facts relating to this matter at the next meeting.

- X. Upcoming Agenda Items: Possible future agenda items that Board Members would like to include on upcoming agendas should be directed to the Reseda NC President, CR Cochrane or Vice President, Anna Measles.
- XI. Tentative -Next Meeting: 7:00pm, Monday November 5, 2018. Reseda NC Community Space 18118 Sherman Way, Reseda, CA 91335 (front half of Bank of America building)
- XII. **Adjournment.** The meeting was adjourned at 9:52 PM.