

BOARD MEETING WORKSHOP

MONDAY, MAY 19TH, 2014; 6:30PM

Victors Square Restaurant

1917 Bronson Avenue, Hollywood, CA, 90068

1. Welcome

Meeting called to order 6:45 p.m. 10 members present- Susan S., Susan P., Erik, Chona, Jennifer, Don, Scott, Anji, Nic and Tom present. Leeor, Sheila and Jim excused. Cyndy arrived 7:14. Margaret arrived 7:18.

2. Approval of Minutes

Motion Scott-Don approved 8-0-1 (Susan S., Susan P., Erik, Chona, Jennifer, Don, Scott, Anji, Nic in favor. Jennifer abstained, Susan P. was out of room)

3. Public Comment on items not on the Agenda (2 minutes each)

Studio District NC rep (Brandon Bender) spoke in favor of NC Budget Advocates' recommendations.

4. LAPD and LAFD (3 minutes each)

None.

5. Los Angeles City, County, and State updates (3 minutes each)

Daniel (CD13) spoke about upcoming reopening of old 82s, meeting with Captain Cook. Mentioned that street resurfacing lists are due soon. Homeless issues on 1700 block of Canyon Drive. Will hold a meeting with service providers and community. Hollywood Billiard has a new fence to discourage squatters. Have spay and neuter vouchers.

Tracy (CD4) mentioned that CM LaBonge is purchasing a 5th Smokey the Bear sign to go along with 4 HUNC is buying. Likely will go up in Lake Hollywood area. DOT has rejected recommendation to place a traffic signal at Van Ness and Franklin, CD4 appealing. Hollyridge Trail gate to remain closed until at least July to allow time to upgrade fence to electric. This will allow ppd signs to go up first. Shuttle from Observatory to view of Hollywood sign doing well. Susan S. suggested that they give tourists a keepsake.

6. Bylaws review and approval of revised Bylaws (current Bylaws also available at <http://www.hollywoodunitednc.org/bylawsenglish.htm> (20 minutes)

A. Article III Boundaries / Section 2: Internal Boundaries / B. Business Areas / 1.-3.

1. Business Area #A- Change "proceed north to just south of Franklin" to "proceed to middle of Franklin Ave." Change "Proceed east below Franklin" to "Proceed east along Franklin Ave." Insert a "." after "Gower Street."

2. Business Area #B- Change "just below Franklin Ave." to "middle of Franklin Ave." Change "east below Franklin" to "east along Franklin Ave."

3. Business Area #C- Change “Includes both sides of Franklin corridor” to “Includes north side of Franklin corridor.” Add “Ave.” after “Western.”

B. Article V Governing Board / Section 1: Composition / H. Business Seats

Change “Stakeholders must be owners, members or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within the Area whose members are engaged in for-profit activity, commercial activity; or business associations and business improvement districts.”

to “Stakeholders must be owners, members or staff of an organization with an office or at least ten (10) regularly scheduled meetings within the Business Area. Organizations must be engaged in for-profit, commercial activity. Membership in local business associations and business improvement districts is also acceptable.”

C. Article V Governing Board / Section 1: Composition

1. Replace “17” with “18.”

2. Add “I. Parliamentarian/Historian – one (1) seat. To be nominated by the President and approved by the Board **INSERT WORD “ANNUALLY”**.”

D. Article VI Officers

2. Section 2: Duties and Powers:

A. Replace:

A. The President shall:

-approve all agendas and preside at all Board, Special and Executive Committee meetings.

-create a system for the election, selection, or appointment of stakeholders to committees, sub-committees, and/or ad-hoc committees as the need arises - and with the approval of two-thirds (2/3) of the Board.

-appoint committee chairs.

-serve as spokesperson and representative of the Board of the HUNC.

-receive all communications and present them promptly to the Board.

-lead delegations to Citywide Neighborhood Council conventions.

-present an annual report to the members assembled at the general meetings.

-be responsible for all accounts, reports, and certificates required by law to be maintained and filed properly.

-have the option to co-sign with another signing Officer any check or document regarding disbursement of funds in excess of \$200.00.

-shall serve on the Executive Committee.

With:

A. The President shall:

- approve all agendas and preside at all Board, Special and Executive Committee meetings.
- create a system for the election, selection, or appointment of stakeholders to committees, sub-committees, and/or ad-hoc committees as the need arises and with the approval of two-thirds (2/3) of the Board.
- appoint committee chairs.
- serve as spokesperson and representative of the Board of the HUNC.
- receive all communications and present them promptly to the Board.
- present an annual report to the members assembled at the general meetings.
- be responsible for all accounts, reports, and certificates required by law to be maintained and filed properly.
- serve on the Executive Committee.

B. Replace:

B. The Vice-President shall:

- perform the duties of the President in the absence of the President.
- serve with the President as spokesperson and representative for the HUNC.
- assist the President in deciding what issues may deserve a special meeting.
- serve on the Executive Committee.
- have the option to co-sign with another signing Officer any check or document regarding disbursement of funds in excess of \$200.00.

With:

B. The Vice-President shall:

- perform the duties of the President in the absence of the President.
- serve with the President as spokesperson and representative for the HUNC.
- assist the President in deciding what issues may deserve a special meeting.
- serve on the Executive Committee.

C. Replace:

C. The Secretary shall:

- act for the President in the absence of the President and Vice-President.
- take and keep all minutes and records of the HUNC.

- file any certificates required by any government body.
- be the custodian of the records of the HUNC.
- make available to any member all communication addressed to the office of Secretary.
- maintain a membership list and update it quarterly.
- serve on the Executive Committee.
- note all committees in the minutes.
- have the option to co-sign with another signing Officer any check or document regarding disbursement of funds in excess of \$200.00.
- provide to the public any information requested as required by the Public Records Act.

With:

C. The Secretary shall:

- act for the President in the absence of the President and Vice-President.
- take and keep all minutes and records of the HUNC.
- file any certificates required by any government body.
- be the custodian of the records of the HUNC.
- make available to any member all communication addressed to the office of Secretary.
- serve on the Executive Committee.
- note all committees in the minutes.
- provide to the public any information requested as required by the Public Records Act.

D. Replace:

D. The Treasurer shall:

- maintain the HUNC's book of accounts as prescribed by the Department and in compliance with Generally Accepted Accounting Principles (GAAP).
- submit account statements to the Department no less than once during each fiscal year.
- be a required signatory for the HUNC on all funding matters.
- have charge and custody of and be responsible for all funds of the Board.
- receive and give receipts for money due and payable to the Board from any source.
- provide a financial report at all regularly scheduled Board meetings and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines.
- coordinate with the Department for the preparation of an annual report.

- abide by all rules and procedures as outlined in the HUNC Budget and Finance Procedures.
- have the option to request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system and may request the assistance of the Department when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting.
- supervise the HUNC office and personnel.
- serve on the Executive Committee.
- make the HUNC financial statements, books and accounts open for inspection and copying by any member of the public upon request.

With:

The Treasurer shall:

- maintain the HUNC's book of accounts as prescribed by the Department and in compliance with Generally Accepted Accounting Principles (GAAP).
- submit account statements to the Department no less than once during each fiscal year.
- be a required signatory for the HUNC on all funding matters.
- have charge and custody of and be responsible for all funds of the Board.
- receive and give receipts for money due and payable to the Board from any source.
- provide a financial report at all regularly scheduled Board meetings and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines.
- coordinate with the Department for the preparation of an annual report.
- have the option to request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system and may request the assistance of the Department when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting.
- serve on the Executive Committee.
- make the HUNC financial statements, books and accounts open for inspection and copying by any member of the public upon request.

E. Replace:

E. The Parliamentarian:

- may be appointed by the President with the approval of the majority of the Board.
- shall execute the duties of the office, to clarify and concisely convey all matters of parliamentary procedure.

-shall act in an advisory capacity to the Board and will not serve as a member of the Executive Committee.

-may be selected from among the Board members. The Parliamentarian shall have the same voting rights as other Board members if he/she is a Board member, but shall not have a vote if he/she is not a Board member.

With:

The Parliamentarian/Historian:

INSERT “-may advise on matters of parliamentary procedure.”

-shall be appointed by the President with the approval of the majority of the Board.

-shall execute the duties of the office as outlined in the Standing Rules, to serve as an advisor to the President on the Board, serve as a bridge between past and the current Board, and to track major accomplishments of HUNC to be catalogued and publicized.

-shall document accomplishments of the Neighborhood Council and work with the Outreach Committee to publicize these efforts.

INSERT “-shall serve on the Executive Committee”

F. Article VII: Remove “:” after “ARTICLE VII:”

G. Article VII: Committees and Their Duties: Section 1: Standing Committees:

1. Remove “Budget & Finance Committee”

2. Amend “Education” Committee to “Education, Non-Profit & Faith-Based” Committee

REPLACE “Faith-Based” with “Social Services”

3. Add “Renters” and “Business” committees.

H. Article VII: Section 3: Committee Creation and Authorization / B. Committee Structures

Increase minimum number of members for a Standing Committee from “two (2)” to “three (3).”

Insert “but not more than five (5) Board members.”

Change “four (4) or less Board members” to “five (5) or less Board members.”

REPLACE “less” with “fewer”

I. Article VIII Meetings: Section 3: Notifications/Posting

Replace “At a minimum, notice shall be posted at the HUNC’s five (5) public notice locations specified with the Department, on its website (if applicable) and emailed out to Stakeholders if the HUNC maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.”

With "Notice shall be posted at the HUNC's public notice locations required by the Board of Neighborhood Empowerment and specified with the Department of Neighborhood Empowerment (DONE). Notices will also be placed on HUNC's website and e-mailed out to Stakeholders. Regular and Special meeting agendas shall also be emailed to the Department."

REPLACE "locations" with "location(s)" and "Board of Neighborhood Empowerment" with "Board of Neighborhood Commissioners"

J. Article XI Grievance Process B.: Remove "and Operating Procedures"

K. Remove HUNC Financial Procedures document as this has been superseded by DONE's financial procedures

Discussion- Jennifer suggested that committees could create flyers to attract attention for their meetings and still post at old locations. Tom expressed concern about loss of outreach. Susan P. suggested adopting a "friendly posting" policy in which Board members attempt to post at same locations but not worry about having to cancel a meeting if one of five sites is forgotten.

Motion Susan P.-Erik passes 11-0 to accept revisions to bylaws, as amended above in bolded language, and submit them to DONE for approval. (Susan S., Susan P., Erik, Chona, Jennifer, Don, Scott, Anji, Nic, Cyndy, Margaret in favor)

7. Treasurer/Finance (20 minutes)

1. March 2014 and April 2014 expense approvals

Motion Tom-Susan S. approved 9-0. (Susan S., Susan P., Erik, Chona, Jennifer, Don, Nic, Cyndy, Margaret. Scott and Anji departed prior to vote.)

2. Budget reallocation of all the DWs and any NPGs finalized in the Special Meeting on May 12.

Tom- were able to allocate over \$20,000 in current year funds, which was nearly everything we had.

3. Budget report and Budget process for 2014/2015, approval of Budget for 2014/2015

4. Prioritization of funding items

Susan S.- beginning in June will begin to discuss how wish to spend new funds.

8. Mission and focus of Hollywood United for Fiscal Year 2014/2015 (25 minutes)

A. Functionality of Board, rules and procedures, review and adjustment of posting places

B. Standing Rules: review and adjustments including those to comply with Bylaws

Susan P. mentioned some minor edits being made to bylaws to reflect HUNC's Standing Rules.

C. Committee assignments, assignment of responsibilities and overview of mission

Erik mentioned that while Board members are only required to serve on one committee, goal is for everyone to serve on two. Doing this will allow us to have 8 committees of 3 Board members or more.

D. Selection of 4-5 (or more) priority issues/events

1) Earthquake Safety- Town Hall on how residents should prepare. Invite Dr. Jones of Mayor's Office?
LaBonge motion on concrete apartment building retrofitting. Costs for owners. Mitch Englander expert.
October Emergency Preparedness Month. Shakeout event. Tie to reopening of old FS8s, block party.
Refer matter to P,S&T, with Outreach, Education and Business committees helping.

2) Hollywood Earthquake Fault and development. July 1 State map will be official. Town Hall event with Hollywood Hills West NC, Los Feliz NC, Atwater NC as co-sponsors (groups that have fault in their areas).
"Slip vs. thrust" quakes. Liquefaction (building on sand). Insurance. Invite Building & Safety, Mitch O'Farrell. Discuss 50 foot building restriction and 500 foot notification requirement for potential buyers.
Approved projects not yet under construction (like Pantages Tower), Millennium, 6200 Hollywood, etc.
PLUM to serve as lead, with PS&T supporting.

3) Hollywood Sign. Beachwood ppds, park access issues, trolley and educating tourists on where to go.
List places to see sign on website, award the best and most creative suggestions (eg Home Depot).
Potential impact of displaced tourists from Beachwood area on Lake Hollywood, Bronson Canyon, etc.
Impact of ppd and gate on hikers. Every Board member should try out the new shuttle for background.
Beautification & Open Space to take lead, with PS&T and Outreach supporting.

4) Animal Issues. Jennifer- owners need to be told to pick up their pets' poop. Adoption fairs and spaying/neutering. Training of pets, keeping on-leash. Should work with Tailwaggers to make happen.
PS&T lead with Outreach supporting.

5) Improving major HUNC Boulevards. Mayor to make Hollywood Blvd. the focus of his Great Street Initiative in Spring. Franklin Avenue improvements (signals, crosswalks, pedestrian safety, 101, etc.)
PLUM to serve as lead on Hollywood, PS&T on Franklin. Each to support other on non-lead street issue.

6) Events. Picnic in Bronson Canyon, FS82 re-opening Block Party, Earthquake night in Hollywood, Earth Day event with recycled art, Renters Rights Fair.

9. Workshop: Breakout into Working Groups by committee assignments, two sessions (each session 20 minutes)

CONTINUED TO NEXT MEETING

10. Regroup and recap (10 minutes)

CONTINUED TO NEXT MEETING

11. Old Business

Erik- May 18 last election for Harbor area (Region 12). TBD if HUNC maintains status as most improved in terms of increase in voting percentage.

12. New Business

Leeor is resigning from Board to accept a one-year fellowship at Harvard. Hopes to return to L.A. afterward and possibly rejoin Board. All wish him well. Will need to find a new Business rep.

ADJOURNMENT

Meeting ended 8:50 p.m.