



Greater Wilshire Neighborhood Council
Special Board Meeting Minutes, Wednesday, May 27, 2020
Approved July 8, 2020

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, this duly noticed meeting was held entirely online and telephonically.

Supporting documents for this Meeting were available at
<https://drive.google.com/drive/folders/1KJ9PTaYQ-vBZNOLjiHRA9Ds09vo757Nx>.

I. WELCOMING REMARKS

A. Call to Order (Caroline Moser)

President Moser called the meeting to order at 7:12 p. m.

B. Flag Salute

The Pledge of Allegiance was not done due to lack of a flag.

C. Roll Call of Board Members and/or Alternates (Conrad Starr)

The Secretary called the roll. Sixteen of the 20 Board Members or their Alternates were present online at the Roll Call: Tucker Carney, Jeffry Carpenter, Patricia Carroll (Treasurer), Charles D'Atri, Jennifer DeVore, Michael Genewick, Karen Gilman, John Gresham, Max Kirkham (Vice-President), Caroline Moser (President), Tammy Rosato, Owen Smith, Conrad Starr (Secretary), Joseph Suh, Maria Sulprizio (Alternate for Hayden Ashworth) and John Winther. Scott Appel, Brian Donahoe, Philip Farha, and Bobbie Kumetz were absent and not represented by an Alternate. The GWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) was 3/5 of the 20 filled Seats, or 12 Members (see the Bylaws at <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlta=su46~>), so the Board could take such votes. Twenty (20) of the 21 Board Seats were filled (by election or appointment). One Board Seat was vacant – Area 15, Windsor Village. Eight Alternate Seats were vacant [to apply see www.GreaterWilshire.org]. Also attended: at least 26 Stakeholders and guests.

II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments at this time.

III. PRESIDENT'S REPORT

A. Remarks

Ms. Moser encouraged members to review John Darnell's email regarding conflicts of interest.

B. Board Member and Alternate Training Requirements. All board members and alternates must complete ethics and funding training in order to vote on funding motions before the

board. The training courses and instructions can be found at <http://empowerla.org/boardmembers>. The following Board Members and Alternates are shown, by DONE, as NOT having completed the trainings noted below and are NOT eligible to vote on financial matters: Bob Reeves - Ethics & Funding.
Ms. Moser noted the above.

- C. Code of Conduct Policy - Board Members and Alternates are required to read and sign the Neighborhood Council Code of Conduct Policy (<http://empowerla.org/code-of-conduct> for online version) within 30 days of their election or appointment. The following Board Members or Alternates have not completed their Code of Conduct Policy Statement: (NONE).

Ms. Moser noted the above.

IV. SPECIAL AGENDA

A. Revised NC Budget

- i. Update on Rollover funds: \$10,000 and encumbered funds up to the remaining balance from FY19-20 (Patricia Carroll).

Ms. Moser noted the above and the importance of allocating funding now.

- B. Appointment by GWNC President of Ad Hoc Budget Committee - to develop a draft budget for FY 2020-21 for approval by the GWNC Board.

Ms. Moser appointed herself, Ms. Carroll, Mr. Gresham, Mr. Smith and Mr. Starr; if Mr. Gresham cannot volunteer, Mr. Kirkham will replace him. Ms. Carroll noted a letter from John Darnell, Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE) (213-978-1551; John.Darnell@LACity.org; www.EmpowerLA.org) regarding Board documents. She reported that NCs can expect a 24%-25% budget cut, but can roll over \$10,000 from this year and funds can be encumbered. Ms. Moser clarified that \$7,000 remains; the GWNC expects to allocate around \$4,000, leaving \$3,000-\$5,000 in funding. Ms. Carroll recommended encumbering funding for Lloyd Staffing, which employs the GWNC's Administrator and also Minutes Writer, as the City contract is in place; the Budget Committee will discuss it.

- C. Budget Allocation (Funding Motion): [Note: strikethrough indicates language being struck from the 5/13/2020 agenda. Bold indicates new language added after the 5/13/2020 meeting.]

- i. Motion: That the GWNC allocate up to \$2000 for a ~~21.5" iMac~~ computer and carrying case, the necessary software, and/or associated equipment for use by GWNC Administrator and at council events as necessary

FUNDING MOTION (by Ms. Carroll, seconded by Ms. Moser): The Greater Wilshire Neighborhood Council allocates up to \$2,000 for a computer and carrying case, the necessary software, and/or associated equipment for use by GWNC Administrator and at council events as necessary.

DISCUSSION: Mr. Kirkham and Ms. Carroll explained uses of the computer for administration and outreach. Mr. Smith suggested renting a computer.

Ms. Carroll **WITHDREW** the Motion.

FUNDING MOTION (by Mr. Kirkham, seconded by Ms. Moser): The Greater Wilshire Neighborhood Council allocates up to \$2,000 for a computer and carrying case, the necessary software, and/or associated equipment.

Board Member Mike Genewick had left the meeting by this time, making 15 Board Members (or their Alternate(s)) present online (the GWNC quorum at this Meeting was thirteen).

FUNDING MOTION PASSED unanimously by a roll call vote of the 15 eligible voters present with all 15 in favor (“Yes” or “Aye”) (Carney, Carpenter, Carroll, D’Atri, DeVore, Gilman, Gresham, Kirkham, Moser, Rosato, Smith, Starr, Suh, Sulprizio, and Winther); zero opposed; zero abstained.

- ii. Motion: That the GWNC That the GWNC allocate up to \$660 (~~40 hours~~) for additional training and admin work to performed by Shirlee Fuqua and David Levin as assigned by the President

FUNDING MOTION (by Ms. Carroll, seconded by Mr. Kirkham): The Greater Wilshire Neighborhood Council allocates up to \$660 for additional training and admin work to [be] performed by Shirlee Fuqua and David Levin as assigned by the President.

DISCUSSION: Ms. Carroll explained need. Ms. Moser noted that “there’s a backlog of work.” Mr. Kirkham encouraged finding a storage space within GWNC boundaries.

FUNDING MOTION PASSED unanimously by a roll call vote of the 15 eligible voters present with all 15 in favor (“Yes” or “Aye”) (Carney, Carpenter, Carroll, D’Atri, DeVore, Gilman, Gresham, Kirkham, Moser, Rosato, Smith, Starr, Suh, Sulprizio, and Winther); zero opposed; zero abstained.

- iii. Motion: That the GWNC allocate up to \$200 for an official timing clock and assorted office supplies.

Ms. Carroll noted that this previously was addressed.

- iv. Motion: That the GWNC [see the below Motion].

Ms. Carroll reviewed costs.

Board Member Karen Gilman had left the meeting by this time, making 14 Board Members (or their Alternate(s)) present online (the GWNC quorum at this Meeting was thirteen).

FUNDING MOTION (by Ms. Carroll, seconded by Mr. D’Atri): The Greater Wilshire Neighborhood Council will allocate up to \$1,100 for a custom pop-up tent, a retractable banner, two tablecloths, and assorted document stands for use during Community Outreach events.

FUNDING MOTION PASSED unanimously by a roll call vote of the 14 eligible voters present with all 14 in favor (“Yes” or “Aye”) (Carney, Carpenter, Carroll, D’Atri, DeVore, Gresham, Kirkham, Moser, Rosato, Smith, Starr, Suh, Sulprizio, and Winther); zero opposed; zero abstained.

- v. Motion: That the GWNC allocate or encumber up to \$2607 for 5 sponsored posts in the Larchmont Buzz, 1 half-page advertisement in The Larchmont Chronicle, and a 4-column advertisement in the Park La Brea / Beverly Press.

Ms. Carroll indicated that there was no need for the Motion since funds could be rolled over to next year's budget. No Motion was made or vote taken.

- vi. Motion: That the GWNC encumber for FY 20-21 up to \$4,337 to continue existing storage locker and mailbox rentals, and Lloyd Staffing invoices.

Ms. Carroll indicated that, since it is not yet known how much can be encumbered, this Motion should not be made. No Motion was made or vote taken.

- vii. Motion: That the GWNC [see the below Motion].

FUNDING MOTION (by Ms. Carroll, seconded by Mr. Kirkham): The Greater Wilshire Neighborhood Council will encumber for FY 20-21 up to \$300 for an annual subscription to Adobe Acrobat Pro DC with up to three licenses.

DISCUSSION: Mr. Darnell requested the Board to contact the City Clerk to confirm whether a service agreement is needed and another Board vote at its next meeting.

FUNDING MOTION PASSED unanimously by a roll call vote of the 14 eligible voters present with all 14 in favor (“Yes” or “Aye”) (Carney, Carpenter, Carroll, D’Atri, DeVore, Gresham, Kirkham, Moser, Rosato, Smith, Starr, Suh, Sulprizio, and Winther); zero opposed; zero abstained.

- D. Reminder of approved allocation of rollover funds: on 8/14/2019, the GWNC Board voted to roll over “funds in the amount of \$7,358.77 as follows: \$2,500 for NPGs, \$2,500 to outreach for advertising and promotions, \$2,358.77 for Operational.”

Ms. Carroll noted the above. Mr. Kirkham updated and recommended considering at the Board’s June meeting NPG applications from eight organizations including All Kids Bike; First in Fire: Wilshire Crest PTA; and KYCC. An addendum by Ms. Stromberg is one criteria. Mr. Gresham wanted to know which applicants are within GWNC boundaries.

V. ADJOURNMENT

- A. Upcoming GWNC Board Meeting. The next GWNC Board Meeting will be held at 7:00 p.m. on Wednesday, June 10, 2020 via Zoom.

Ms. Moser declared and the Board agreed to **ADJOURN** the Meeting at 8:00 p.m.

Respectfully submitted,

David Levin, Minutes Writer

The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Edited by GWNC. The GWNC Minutes page is

<http://greaterwilshire.org/board-agendas-minutes>.