

**Minutes of the Reseda Neighborhood Council - Board Meeting**  
**Monday November 3, 2008**  
**Reseda Neighborhood Council Office**  
**18341 Sherman Way Suite 102, Reseda, CA 91335**

1. **Call to Order** - Chairman Peter Hankwitz, called meeting to order at 7:01 p.m.
2. **Pledge of Allegiance** - was led by Jim Diamond.
3. **Roll Call**
  - A. Roll Call Present at the meeting were Peter Hankwitz, Faye Nia, Cary Iaccino, Lee Smith, Garth Carlson, Kimberly Hill, Phil Merlin, Anna Measles, D. J. Frank, Timothy Mulholland, Maria Hernandez
  - B. Absent were Ann Kinzle, David Alvarez, Magdy Abdalla, Jim Luis
  - C. There were 11 in attendance and 4 absent. Quorum present.
4. **Introduction of City Employees and other visitors**

Grayce Liu
5. **Review and Approval of RNC Minutes:**

General Meeting September 15, 2008 was approved by unanimous vote.  
General Meeting October 6, 2008 was tabled  
General Meeting October 20, 2008 was dismissed due to no quorum.  
Executive Meetings October 2, 2008, October 16, 2008 and October 30, 2008 were approved unanimously.
6. **Public Comment and Announcements** (Speaker Cards are requested.)

**Jim Diamond** - Spoke regarding Operation Gratitude
7. **RNC Officers – Action / General Reports**
  - (a) Peter Hankwitz, Chair: General Report
    - Thanked Vice Chair for chairing General Meeting
    - Thanked all Board Members for their hard work for the RNC
  - (b) Faye Nia, Vice Chair: General Report, and request for new Youth Advocacy Chair
    - Verified members on the various committees.
  - (c) Lee Smith, Treasurer: General report, plus Finance Committee Report
    - i. Lee Smith, Treasurer: General report.
      1. General Account - \$116,688.86
      2. RNC petty cash - \$1,265.09

3. RNC Stored Value Care - \$1,047.29
  4. Total \$119,001.24
  5. Currently \$55,675.09 for projects leaving an available balance of \$63,326.15.
- ii. Monies spent since last meeting: Mailing and stamps \$129; telephone, Internet \$80.00; La Tortilla Loco \$120.00; Envelopes with logo \$238.06; flyers for Reseda Ranch \$12.00 for a total of \$587.59.
  - iii. Items on allocation sheet: flyer for unveiling of Reseda Ranch balance of \$324.00; Youth Scholarship Dinner balance of \$521.00. Advised to monies to general fund.
  - iv. No request for funding in September 2008
  - v. No Finance Committee meeting in September 2008
  - vi. No request for funding in October 2008
  - vii. Next Finance Committee meeting is November 17, 2008.
  - viii. Deadline for funding requests November 12, 2008
- (d) Cary Iaccino, Secretary: General Report
- i. Spanish Translation at future meetings.  
Spoke to Grayce Liu - Stated that the cost for translation needs to come from RNC general account.
  - ii. Will be sending out emails requesting various items.

## 8. RNC Committees – Action / General Reports

- (a) Outreach / Public Relations Committee (Garth Carlson, Chair): General Report
- i. **MOTION FROM COMMITTEE:** Allocate up to \$650 to cover the cost of having a third party send emails and newsletters, subject to Finance Committee approval.
  - ii. Changes recommended and accepted to Motion:  
The RNC shall be authorized to spend up to \$650.00, i.e. 1.3% of the RNC's annual budget, on a third party contract for electronic delivery services for the 'Weekly RNC Outreach Emails' and the RNC's monthly newsletter. Upon authorization, such expenditure shall be subject to prior Finance Committee approval, and any contractual transaction(s) must be completed within sixty (60) days or this authorization shall become invalid.  
Motion approved by unanimous vote
  - iii. Sandra Gonzalez, CRA representative to the RNC has asked about having a booth at Dia De Los Muertos event. The decision was made to decline a booth due to lack of booth man power
  - iv. Anchor 50<sup>th</sup> Anniversary event RNC booth manned by four volunteers, which will be spread out over 5 hours.
  - v. Cary Iaccino volunteered to take pictures for newsletter.

- vi. Volunteers are needed to deliver the newsletters
  - vii. 70 plastic display cases have been distributed out of 150.
- (b) Graffiti Outreach Sub-Committee (Garth Carlson, Acting Chair): General Report
- Graffiti Sub Committee met October 29, 2008 and decided to pursue the adopt-a-wall program.
  - Legal steps to get legal and safety advise. Forms and procedures for the project have been downloaded.
  - The neighborhood prosecutor will review legal aspects.
  - Next meeting in RNC office November 10, 2008 at 7:00 p.m.
- (c) Youth Advocacy Committee (Garth Carlson, Acting Chair): General Report
- No meeting due to deciding on a date.
  - There will be a presentation on the agenda at the next meeting.

**9. Unfinished Business**

- (a) Renewable Energy Generation Initiative / Proposition 7: Consideration and possible action. [Tabled item 13(a) October 20, 2008 General Meeting]

Item 9 dismissed

**10. New Business**

- (a) Brief procedural discussion of RNC Expenditures

Peter Hankwitz -

- He stated one of his duties is to make sure the DONE requirements for RNC expenditures of public funds are both legal and within policy.
  - A letter dated October 28, 2008 from Councilman Zine was read regarding conducting an audit of funding sources of West Valley Alliance.
  - There was a discussion to the reason monies have not been paid to the West Valley Alliance.
  - A letter has been sent to DONE asking to revise its policies and require all elected Board Members to go through Funding and Ethics Training with the City of Los Angeles.
  - A letter was sent to Mr. Kim, Director of DONE expressing a concern that many of the meetings related to neighborhood council issues are held downtown, which makes it almost impossible members in the Valley to get there by 6:00 p.m.
- (b) Brief procedural discussion regarding placement of items and reports on the agenda: In Article 7, Section 7 of the By-laws was read, “regarding section 7 and 8, the agenda. Section 7 reads the Executive Board shall establish the agenda for the RNC meetings. However, at any regular meeting of the RNC, any stakeholder may request the inclusion of any specific agenda items for

future meetings. Upon the concurrence of majority vote of the members of the Executive Board, such item will be placed on the agenda as requested.”

**11. Announcements Regarding Upcoming Events**

- (a) As You Are Church teen group’s request for community service opportunities
- (b) VOTE tomorrow, Election Day, November 4, 2008!!
- (c) Raul Gallardo stated that before any contractual agreements are done the requirement a progress chart was done within a 3-month period regarding graffiti removal.
- (d) Peter Hankwitz - Proposed speed limit change outside Reseda Neighborhood Council jurisdiction.
- (e) Peter Hankwitz - He had a meeting with Ms. Gonzalez to find a way for CRA & Neighborhood Council to pay for outreach.
- (f) Garth Carlson - Asked everybody to identify walls that get covered with graffiti and give the location to RNC.
- (g) Jim Diamond - Operation Gratitude Boxes were sent out two weeks, and thank you notes have already been received back from the soldiers.

**12. Adjournment at 8:44 p.m.**

Minutes respectfully submitted by Maggie Shumaker