1. **CALL TO ORDER**

Milagros Lizarraga called the meeting to order at 12:15 pm.

2. **ROLL CALL**

Linda Lee called the roll. Board members present: Peter Bammes, Irma Garate, Emilio Vega, Marcy Olaechea and Milagros Lizarraga. Punam Gohel arrived at 12:16pm.

3. **PUBLIC COMMENT**

Scott Campbell stated that the February 2014 Minutes posted on the CHNC website are inflammatory, incorrect and should be taken down. Mr. Campbell stated that he had been advised that the recently scheduled Board meetings were intentionally scheduled to exclude the public. Mr. Campbell discussed his concerns about a proposed CHNC outreach event.

Ziggy Kruse asked if the City Attorney had collaborated on producing the agenda being used for the current meeting.

Robert Blue stated that he had seen at least three different versions of the agenda for the current meeting and advised that there was confusion about that agenda.

(Taken out of order) Milagros Lizarraga read correspondence from Scott Campbell regarding a stakeholder request for follow up to an earlier request for CHNC support regarding the LAUSD Common Core project.

4. **Possible request for Council for Council (C4C) mentoring to assist the board in conducting meetings for the next 3 regular meetings of the board and any special meetings that occur during that time.**

Linda Lee discussed the value of requesting C4C mentoring for the new CHNC Board and strongly recommended that the new Board take full advantage of C4C services. Milagros Lizarraga reported that she had been told that advice from DONE could not be as readily available if the Board chose to use the C4C
program. Punam Gohel spoke of the advantages of seeking advice and counsel from peers. Robert Blue opined that DONE should not withdraw its support because CHNC asked for help from C4C.

Board members Punam Gohel, Peter Bammes, Emilio Vega and Marcy Olaechea spoke in favor of taking advantage of the C4C mentoring program.

Emilio Vega moved to request support from the C4C mentorship program for the next 3 regular CHNC Board meetings; seconded by Peter Bammes.

VOTE: Unanimous in favor. The motion passed.

5. **NEIGHBORHOOD COUNCIL BUDGET ADVOCATE WHITE PAPER - THE NEIGHBORHOOD COUNCIL BUDGET ADVOCATES. CREATION OF AN AD HOC COMMITTEE TO RESEARCH ABOUT THIS ITEM AND MAKE A RECOMMENDATION TO THE BOARD**

Ziggy Kruse advised that there was an error on the agenda for this item.

There was lengthy discussion about whether to create an ad hoc committee; the final consensus was to form a committee to review the White Paper.

Marcy Olaechea moved to create an ad hoc committee to review the NCBA White Paper; seconded by Punam Gohel.


Robert Blue was advised that another agenda item referred to appointments to other CHNC committees.

Marcy Olaechea agreed to chair the committee; Peter Bammes objected to Linda Lee being a committee member. Ms. Lee withdrew her offer to participate.

**Peter Bammes moved to approve the appointment of Marcy Olaechea as chair; seconded by Emilio Vega.**

VOTE: Unanimous in favor. The motion passed.

6. **The board has appointed chairs to its three committees: (1) Planning Land Use Management, (2) Outreach and (3) Safety. The board is seeking members of the public to participate on these committees. Possible action by the Board includes appointments to the committees.**

George Abrahams volunteered to participate as a PLUM Committee member. Miguel Angel Orellana volunteered for PLUM and for Outreach.

Peter Bammes left the room.
CHNC Special Board Meeting Minutes
June 1, 2014
Page 3 of 3 pages

Scott Campbell advised that stakeholder status should be verified. Candidates verified status by self affirmation. Scott Campbell stated that self affirmation was enough to verify stakeholders for NC’s committees.

Milagros Lizarraaga appointed George Abrahams and Miguel Angel Orellana to the PLUM committee and Miguel Angel Orellana to the Outreach Committee.

Peter Bammes returned to the meeting.

The Board voted to approve the appointment: Irma Garate, Emilio Vega, Marcy Olaechea, Milagros Lizarraaga and Punam Gohel voted in favor. Peter Bammes abstained,

Punam Gohel warned that PLUM should have an odd number of members.

7. Report from the Safety Committee involving trees that were vandalized on Vine Street. The organization that planted the trees is working with LAPD and a reward is being offered for information leading to the suspects. Possible action by the board to list information regarding this matter on its website.

Marcy Olaechea advised that she had not received sufficient information to make an informed report.

Milagros Lizarraaga moved to put the information about the vandalism on the CHNC website, on the CHNC FaceBook page and all other CHNC social media sites; seconded by Marcy Olaechea.

VOTE: Unanimous in favor.


Robert Blue advised that the Emergency Preparedness Expo is a valuable resource and that he supported CHNC outreach for the event.

Ziggy Kruse stated that permission from DONE or from the City Attorney should not be needed to publish information regarding an event.

George Abrahams suggested that a list of items authorized for immediate publication to the website should be provided to the webmaster, for example, crime alerts and city-sponsored events.

Milagros Lizarraaga moved to post information regarding the Emergency Preparedness Expo on the CHNC website and any other social media, and for the CHNC Outreach and Safety Committees to be involved; seconded by Irma Garate.

Linda Lee clarified that the Board authorized a write up for the Expo event to be done and posted.
9. **OUTREACH BUDGET** - The Board has approximately $4,250 on its purchase card (P Card). Possible action by the Board authorizing the approval of the following expenditures to assist in outreach efforts in contacting stakeholders in the neighborhood. The Outreach Chair to provide vendors’ information:

a. Flyers $300.00 each 5000 pieces, plus design
b. Door hangers $300.00 each 5000 pieces, plus design
c. Posters $300.00 each 5000 pieces, plus design
d. Newsletter $750.00 1,200 pieces, plus design
e. Event World Cup Soccer game: The World Cup lasts from mid June to July in 2014 and takes place in Brasil. Possible action by the board includes determining how the board may be involved in showing the World Cup in our community, how the board may team up with area Neighborhood Councils to support this event, and whether the board will approve an expenditure to advertise the event in an amount up to $300. Vendor Carlos Jimenez estimates that the cost of the event for an outdoor screen to show the game will be $8,500 and an indoor event approximately $4,250.

Milagros Lizarraga read a summary of the proposed expenditures. Emilio Vega discussed what has been researched and proposed to date.

Denise DeCarlo provided a list of items she thought were more appropriate expenditures for the remaining funds available to CHNC.

Ziggy Kruse advised that Tom Meredith may be Outreach for HUNC and that a presentation to the HUNC Board is appropriate. Ms. Kruse warned of a possible conflict that could occur with the owner of Florentine Gardens, and called for clarification of how the funds for the venue will be spent.

Robert Blue discussed why he found the agenda confusing on this item.

George Abrahams discussed why he found the agenda confusing on this item

Milagros Lizarraga explained the value of outreach regarding CHNC to the community to alert stakeholders to the existence of the CHNC and its purposes.

Milagros stated that Outreach committee needed to bring more information regarding outreach event and that location needed to be reviewed based on stakeholders opposition. Marcy Olaechea - Treasurer requested to have 3 vendor’s per item to be spent.

Marcy Olaechea moved to authorize moving any remaining funds from current line items to the P card to be spent for outreach purposes; Emilio Vega seconded.

**VOTE:** Irma Garate, Milagros Lizarraga, Emilio Vega, Marcy Olaechea, and Punam Gohel in favor. Peter Bammes did not vote.
Milagros Lizarraga moved to authorized items on P Card for outreach purposes only on Agenda items from 9-a to 9-c; seconded by Marcy Olaechea.

VOTE: Irma Garate, Milagros Lizarraga, Emilio Vega, Marcy Olaechea, and Punam Gohel in favor. Peter Bammes did not vote.

10. Discussion about creating in our June Regular meeting 2 more committees, besides, Beautification and Bylaws, including but not limited to Youth and Communications. Communications Committee to handle Newsletter Audio Visual Communications: Discussion and possible action creating additional standing committees, including but not limited to: (1) Youth Committee, (2) Communication Committee, and (3) additional committees to improve the board's interaction with the community. In addition, the board may take action establishing the jurisdiction or primary responsibility for the committees. In addition, the Board may take action providing the Communications Committee to post and distribute general information about neighborhood or board activities and posted to:

a. Newsletter
b. Youtube channel
c. Creation of a CHNC online radio

** Please note that no board members or members of the public will be appointed during this meeting and appointments will occur during the board’s June 23, 2014 regular meeting.

George Abrahams advised that the City’s Council Phone, website for City Council meetings, and a CHNC phone line be employed to get the word out.

Robert Blue advised that CHNC purchase video/audio equipment.

Ziggy Kruse discussed how CHNC can establish a radio station using the Internet. Emilio Vega discussed the costs involved.

Milagros Lizarraga read an explanation of this agenda item and sub categories, noting that the intent is to attract attention from stakeholders, with any decision to be made at the regularly scheduled June 2014 CHNC Board meeting.

Peter Bammes suggested creating a Hollywood Nonsense Committee. Linda Lee advised that a Nightlife Committee had already been created. Mr. Bammes discussed why a committee regarding Hollywood Boulevard has value.

Milagros Lizarraga left the meeting.

Peter Bammes moved to create three new committees: the Youth Committee, Hollywood Nonsense Committee, and a Communications Committee; seconded by Punam Gohel.

VOTE: Irma Garate, Emilio Vega, Marcy Olaechea, Punam Gohel and Peter Bammes in favor. The motion passed.
11. **CHNC Website - Possible board action requesting whether Board Member Punam Gohel is able to assist the Assistant Secretary in updating the website in a timely manner.**

Punam Gohel agreed to work with Linda Lee on the CHNC website. Ziggy Kruse stated that the website needs to be spruced up; when questioned, Ms. Kruse stated the website should be more exciting. Linda Lee discussed her concerns about security for the website and password access to it.

Milagros Lizarraga moved to authorize Punam Gohel to assist the CHNC webmaster; seconded by Punam Gohel.

Bob Blue advised that the password for the CHNC website should be changed. Emilio Vega suggested that all CHNC Board members should be provided with a release regarding all passwords and keys. Milagros Lizarraga stated that she would check with the City Attorney to determine what can be posted on the website and agreed that the release form was appropriate.

(Taken out of order) Linda Lee advised that all CHNC Board email addresses have been changed to pass-through.

**VOTE:** Irma Garate, Emilio Vega, Marcy Olaechea, Milagros Lizarraga and Peter Bammes in favor. Punam Gohel The motion passed.

12. **BUDGET: POSSIBLE MOTIONS / ACTIONS ON TREASURER ITEMS AS NEEDED**

**Budget:** Possible motions / actions on Treasurer Items as needed, including board action approving the Treasurer’s Report for submission to the Department of Neighborhood Empowerment.

a. Review of expenditure by the Board for the last 6 months - Minutes sent by secretary assistant Linda Lee. Any discovered expenditures or issues will be placed on a future agenda for action.

b. Review whether there are any outstanding agreements or contracts from the prior board that require action. Any discovered expenditures will be placed on a future agenda for action.

c. Treasury Report: Funding Status. Remaining funds – Funding Report per information from DONE

d. Checking Account update

Milagros. Lizarraga read correspondence from Amber Meshak advising the status of remaining funds available to CHNC and offering advice on how to ensure correct amounts are known. Marcy Olaechea stated that former Treasurer Denise DeCarlo should meet with Ms. Olaechea to provide full disclosure. Ms. Olaechea stated that she did not have a Treasurer Report.
a. Checking Account update

George Abrahams suggested that a motion be made to demand a reconciliation of funds from the former Treasurer.

Marcy Olaechea moved that the CHNC Board demand that former CHNC Treasurer Denise DeCarlo provide a complete reconciliation of all funds expended by the previous Board during the 2013-2014 fiscal year by the next regular CHNC Board meeting; second by Emilio Vega.

VOTE: Unanimous in favor. The motion passed.

13. **POSSIBLE ACTION BY THE BOARD APPROVING AN ADDITIONAL EXPENDITURE ON THE PURCHASE CARD IN AN AMOUNT NOT TO EXCEED $1,000 FOR COPIES, FOOD AND DRINK FOR THE MEETINGS, ADDITIONAL FLYERS.**

Irma Garate moved to authorize loading the Purchase Card with an additional $1,000 to pay for copies, food and drink for the meetings and additional flyers; seconded by Marcy Olaechea.

VOTE: Irma Garate, Emilio Vega, Marcy Olaechea, Milagros Lizarraga and Punam Gohel in favor. Peter Bammes did not vote. The motion passed.

14. Possible action by the Board approving an expenditure in the amount up $500.00 to be paid to the Department of Neighborhood Empowerment for the Congress of Neighborhoods. The Congress of Neighborhoods will occur on September 20, 2014.

Responding to Ziggy Kruse’s question, Punam Gohel advised that the Congress of Neighborhoods Councils will take place at the Los Angeles City Hall on September 20, 2014. Ms. Kruse reiterated advice on how agenda items should be written.

With the Board’s agreement, this item will be discussed at the next CHNC Board meeting.

15. **Discussion a representative from the City’s Budget Advocates.** The Budget Advocates are a group of Neighborhood Council members who work with the Mayor’s Office to develop a budget. The Budget Advocates are requesting $500 and will explain how the money is to be used. Possible action by the Board includes authorizing the $500 expenditure for the Budget Advocates.

Linda Lee explained that this agenda item can be discussed at the next CHNC Board meeting, advised how the money will be spent (primarily to fund the July 2014 Budget Day) and noted that CHNC will be requested to appoint two Budget Representatives to attend that July 2014 Budget Day meeting.

Bob Blue advised that a CHNC DWP representative should be appointed.

Punam Gohel advised that a CHNC LAANCC representative should be appointed as well.
CHNC Special Board Meeting Minutes  
June 1, 2014  
Page 8 of 8 pages

With the Board’s agreement, this item will be discussed at the next CHNC Board meeting.

16. **Discussion and possible action regarding the 2014-2015 budget.** The Board will discuss how to allocate the Board’s $37,000 to various categories of expenditures, including but not limited to outreach expenditures, administrative expenditures, neighborhood improvement projects, and Neighborhood Purposes Grants.

Milagros Lizarraga provided copies of the CHNC proposed 2013-2014 budget and strategic goals established by the former CHNC Board.

Linda Lee and Punam Gohel advised that the 2014-2015 Budget is a living document and that the Board can change its allocations on as-needed basis. Responding to Ziggy Kruse’s question, Milagros Lizarraga asked Ms. Lee about the due date for submission of a CHNC budget for the new fiscal year. Ms. Lee stated that she thought it was due mid-June.

**Punam Gohel moved to adopt 2013 previous budget for CHNC 2014-2015 budget as presented; seconded by Milagros Lizarraga.**

**VOTE:** Irma Garate, Emilio Vega, Marcy Olaechea, Milagros Lizarraga and Punam Gohel in favor. Peter Bammes did not vote. The motion passed.

13. **Comments by Board Members - Board members may provide a brief statement of their activities or request that an item be placed on a future agenda item.**

Emilio Vega reported on meetings with LA Film School, other area businesses and LAPD he attended within the past week regarding outreach, especially with regard to the newsletter. Milagros Lizarraga advised that the City Attorney warned that CHNC cannot endorse businesses.

Irma Garate discussed mail received regarding public notices for development projects

Milagros Lizarraga discussed CHNC responses to stakeholder requests for updates to the CHNC website and noted that the City Attorney had been consulted regarding the appropriate way to proceed. Linda Lee stated that she has in her possession audio recordings of February 2014 Board meeting used by her to make unadopted minutes posted in CHNC web.

Ziggy Kruse discussed posting requirements and advised that advice from the City Attorney is very important when an agenda is being put together.

14. **ADJOURNMENT**