



# CITY OF LOS ANGELES CIUDAD DE LOS ANGELES

## WESTLAKE NORTH NEIGHBORHOOD COUNCIL

### BOARD OFFICERS

VACANT  
PRESIDENT  
VACANT  
VICE PRESIDENT  
VACANT  
SECRETARY  
VACANT  
TREASURER

[www.westlakenorthnc.org](http://www.westlakenorthnc.org)

## AGENDA

**Regular Board Meeting**  
Thursday, April 11, 2019  
6:00 p.m.

CENTRAL CITY NEIGHBORHOOD PARTNERS  
Conference Room  
501 S. BIXEL STREET  
LOS ANGELES, CA 90017

### BOARD MEMBERS

ELAINE ALANIZ  
MANUEL AREVALO  
DANIELLE CINTRON  
CASANDRA CISNEROS  
CHRISTINE JOHNSON  
SARA LONCKA  
SANDRA VILLALOBOS  
DONALD LEE  
ERNESTO CASTRO

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

1. Call to Order and Commission roll call (1 minute)
2. Community /Government Reports & Announcements:
  - a. LA City Council District Representative
  - b. LAPD Senior Leads
  - c. Government Departments/Agencies, including Dept. of Neighborhood Empowerment.
  - d. Community Organizations
3. General Public Comment on Non-Agenda Items:  
Comments from the public on non-agenda items within the Board's jurisdiction. Each speaker will be allowed two (2) minutes.
4. Discussion and possible motion to appoint the Executive Officers of the Westlake North Neighborhood Council in accordance with Article VI, Section 3 and 4. The Officers shall serve one (1) year terms and serve at the pleasure of the Board. Officer positions are:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer

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5. Discussion and possible motion to appoint a board member to serve as 2<sup>nd</sup> Signatory. This is a Financial Officer position and is required to complete the Office of the City Clerk Funding Division's live training.
6. Discussion and possible motion to appoint a board member to serve as the WNNC purchase card holder. Card holder is responsible for making all approved purchases of the WNNC. This is a Financial Officer position and is required to complete the Office of the City Clerk Funding Division's live training.
7. Discussion and possible motion to appoint a board member to serve as Alternate Signatory. This position will sign all funding documents in the absence of the Treasurer or 2<sup>nd</sup> Signatory. This is a Financial Officer position and is required to complete the Office of the City Clerk Funding Division's live training.
8. Discussion and possible motion to approve the Monthly Expenditure Reports (MERs) for the months of January 2019, February 2019 and March 2019.
9. Discussion and possible motion to approve the Minutes of the January 14, 2019 Special Meeting of the Westlake North Neighborhood Council.
10. Discussion and possible motion to approve the Minutes of the February 21, 2019 Special Meeting of the Westlake North Neighborhood Council.
11. Discussion and possible motion to approve up to \$4,500.00 to be a community sponsor of the 2019 Levitt Summer Concerts. Participation of in the Levitt Summer Concerts affords the Westlake North Neighborhood Council promote the WNNC and possible recruitment of potential board members and committee members. Fee includes logo on Levitt LA Promo material, social media recognition, WSNC logo placement on Levitt LA website with link to WNNC and prominent log placement on Levitt LA website home page.
12. Discussion and possible motion to approve up to \$5,000.00 on WNNC branded swag and outreach materials. Swag would be given at WNNC outreach events which will help establish the WNNC identity. Swag items to be considered are:
  - a. drawstring bags
  - b. stylus pens
  - c. hydration water bottles
  - d. cotton t-shirts
  - e. 6ft table throws
  - f. 8 ft table throws
  - g. board member (use only), cotton sport shirts
  - h. retractable pull-up branded banners - Outreach
  - i. WNNC informational trifold brochure - Outreach
  - j. acrylic brochure holders – Outreach
  - k. name badges
13. Discussion and possible motion to spend up to \$150.00 per month on the rental of a storage unit to secure and store WNNC property.

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14. Discussion and possible motion to approve up to \$100.00 on for purchase of the domain WNNCLA.org and re-establish the internet identity the WNNC. Current internet address is WestlakeNorthNC.org.
15. Discussion and possible motion to approve up to \$500.00 to create board member and committee emails with using the WNNC domain name.
16. Discussion and possible motion to approve a month to month lease for a dedicated cubicle within the Central City Neighborhood Partners office. Monthly rent is \$500.00 and includes a phone, internet, copier, printer, scanner, fax, and receptionist.
17. Discussion and possible action to select a Saturday for a WNNC Board Retreat for required board member training and strategic planning and up to \$750.00 for refreshments and retreat supplies.
18. Board & Committee Reports: (15 minutes)
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Committees
    - 18.e.1. Outreach Committee
    - 18.e.2. Bylaws Committee
19. Board Member Comments / Comentarios de los miembros del Consejo
  - a. Introduce new issues or agenda items for consideration by the Board at its next meeting and request for items on future agenda.
20. Adjournment

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**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS:** *The public is requested to fill out a "Speaker Card" to address the [committee] on any agenda item before the committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.*

**POSTING:** *In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed on our website by clicking on the following link: [www.westlakenorthnc.org.com](http://www.westlakenorthnc.org.com), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please download from our website. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.*

**AMERICANS WITH DISABILITIES ACT:** *As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting NC Support at 213- 978-1551 or via e-mail at: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).*

**RECONSIDERATION AND GRIEVANCE PROCESS:** *For information on the WNNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WNNC Bylaws. The Bylaws are available at our Board meetings and our website [www.westlakenorthnc.org](http://www.westlakenorthnc.org).*

**PUBLIC ACCESS OF RECORDS:** *In compliance with Government Code Section 4957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be reviewed at a scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact NC Support at 213- 978-1551 or via e-mail at: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).*

**RECORDING MEETINGS:** *Note that Board meetings may be sound and/or video recorded for backup to Minutes.*