

**OFFICERS:**

**PRESIDENT** Susan Swan  
**VICE-PRESIDENT** Erik Sanjurjo  
**TREASURER** Tom Meredith  
**SECRETARY** Susan Polifronio



**HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL**  
Certified Council #52  
P.O. Box 3272 Los Angeles, CA 90078  
www.HollywoodUnitedNC.org

**BOARD MEMBERS:**

**Robert Abrahamian**    **Nic Manzo**  
**Jennifer Christie**    **Margaret Marmolejo**  
**Sheila Irani**        **Leeor Maciborski**  
**Don Paul**            **Jim Van Dusen**  
**Scott Larson**        **Anji Williams**  
                                 **Cyndy Williams**

**MINUTES**  
**BOARD MEETING**  
**MONDAY, APRIL 21<sup>ST</sup>, 2014; 6:30PM**  
**Cheremoya Elementary School**  
**6017 Franklin Avenue, Los Angeles, CA, 90028**  
**(Parking available onsite, access off Beachwood Drive)**

*The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking 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 is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at: Cheremoya Ave. Elementary School 6017 Franklin Ave., Beachwood Market 2701 Belden Dr., Counterpoint Records and Books 5911 Franklin Ave., Sabor y Cultura, 5625 Hollywood Boulevard, Village Pizza, 6363 Yucca St. LA 90028. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the scheduled meeting (or location noted in the Agenda item) or by making arrangements with our office (contact information above). 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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Support Help Line (213) 978-1551 or email huncoffice@gmail.com.*

Note: Agenda items may be taken out of order or merged as deemed appropriate. Action may be taken on all items.

1. Welcome

Present: Jim, Don, Susan S, Erik, Sheila, Nic, Susan P, Anji, Margaret, Leeor, Jennifer & Cyndy. Excused: Tom, Robert, Absent: Scott  
Meeting started 6:43 p.m.

2. Approval of March minutes

Motion Jennifer-Sheila Approved 10-0-2. Cyndy and Anji abstained.

3. Swearing in and installation of new Board by Councilmember Tom LaBonge

CM mentioned Franklin Avenue improvements. Supports installing a signal at Van Ness. Susan P. mentioned improvements to Argyle, Cahuenga. Tracy James- trailhead closed while new gate is constructed. Upper Beachwood peaceful at moment. Will re-open sometime soon. May 3- shuttle on Sat/Sun from Greek Theater parking lot to Observatory. Kristy Noochlaor introduced as new field deputy for area. Daniel Halden moving to CD13.

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

Nathan French, Center at Blessed Sacrament. Provide welcoming environment for homeless. Lunch for business community 12-1:15 pm Tuesday, April 22.  
Covered CA (Esther Jo): enrollment closed for Obamacare. MediCal guidelines changing.

Dan- Svelte barbershop. New to area.

5. Election of Executive Committee

Motion Erik-Susan P. to re-appoint Susan S. as President. Approved 12-0.. Susan S.-Susan P. motion to re-appoint Erik as Vice President. Approved 12-0. Motion Susan S.-Nic to re-appoint Tom as Treasurer. Approved 12-0. Chona Galvez volunteered to be Secretary. Susan P. made motion Susan S. seconded. Approved 12-0.  
Motion Susan S-Erik to keep same P-card and First and Second signatory reps (Tom and Erik). Approved 7-0 [five board members not fully trained].

6. Nominations for vacant Board seats:

A. Business Area A Representative

Term: 2 years. Stakeholder who is an owner, member or staff of an organization with an office or regularly scheduled meetings with at least ten meetings a year within Area A whose members are engaged in for-profit activity, commercial activity, or business associations and business improvement districts and who is 16 years or older. Boundaries- From the middle of Cahuenga Blvd. at Hollywood Blvd. proceed north to just south of Franklin. Proceed east below Franklin to the Hollywood (101) Freeway to Gower Street Continue down the middle of Gower Street south to Hollywood Blvd. Proceed down the middle of Hollywood Blvd. west to Cahuenga Blvd. Includes the Vine Street area.  
Erik- Introduction of Chona Galvez. She spoke about her ties to area- Immaculate Heart and Century 21 Hollywood Hills. Former government auditor and also worked at Philippine Consulate. Legal degree. Motion Erik-Jennifer adopted 12-0.

B. Faith-Based Organizations Representative

Term: 4 Years. Stakeholder who is an owner, member or staff of an organization with an office or regularly scheduled meetings with at least ten meetings a year within HUNC including, but not limited to churches, synagogues, temples, and organized religious institutions and who is 16 years or older. No applicants.

7. LAPD and LAFD (3 minutes each)

No representatives present.

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

Melvin, DONE. Funding issues. Handbook for financial issues available online. Can use funds for outreach, grants (schools or nonprofits) or operations. Have to fill out Neighborhood Purposes Grant form to give funds. May 15 deadline to submit paperwork. June 13 last day to use purchase card. Will be considering bylaw amendments beginning in July. New state law requires that votes on all items on agenda be recorded. Have to have less than 5 members on committees since quorum is 9. If more than 4 committee members are expected to attend should post meeting as a Special Board meeting.

Eric, Mike Gatto's office. Campus crime, hit and run, water conservation and probate subjects of legislation this term. Trying to keep film industry local. Working on rainy day fund with Governor.

9. Discussion of Dr. Lucy Jones 4/16/14 talk on earthquake safety and possible town hall on Hollywood fault.

Erik gave brief report on meeting, put on Central City Association, where emergency preparedness issues were discussed along with development issues.

10. Discussion of Oaks letter to City Atty Mike Feuer requesting that the Above-Ground-Facilities Ordinance (approved by City Council 9/2012) be completed. The new AGF Ordinance will bring some major changes with respect to installations in the "public right-of-way" of residential neighborhoods:

The most significant change is the removal of the pole exemption clause that currently allows cell phone companies to mount their equipment to any existing utility pole of their choice without obtaining a permit from the City. It will also give residents more clout during the permit process by significantly increasing the number of property owners and renters who receive advance notification of a proposed installation, and by granting them the right to appeal any decision the City will make with respect to a particular site. It will also require cell phone companies to provide certification that the proposed installation complies with FCC safety standards for RF emissions and establish a minimum standard for the aesthetic appearance of cell towers and related equipment. Motion to send letter of support. Alex gave background on issue. Asked for letter to Mike Feuer asking for release of new AGF ordinance. Motion Susan S.-Erik. Approved by acclamation. CC Councilmembers LaBonge and O'Farrell. Approved 10-0-2 (Nicole and Sheila abstaining).

11a. Motion to ask City Council to immediately ban use of rodenticides. Motion Susan S.-Jennifer Approved 11-0-1 (Nicole abstaining).

11. Treasurer:

*DEADLINE: Demand Warrants must be completed by 5/15, inter-departmental fund transfers by 5/30*

Submission of Funding Requests, will be voted upon separately, merged or moved up or down in priority:

REMAINING UNENCUMBERED FUNDS:

- \$17,208.35
  - Approved \$5,400 for 6 months of watering (\$3,960) and tree planting
  - \$1,440 approved for planting, curb cuts not needed so can be re-appropriated

ENCUMBERED FUNDS YET TO BE EXPENDED:

Seven Boardmembers eligible to vote on funding issues: Nicole, Jim, Susan S, Erik, Susan P, Don & Anji

- Shakeout = \$5,000
  - Proposal to purchase 250 emergency preparedness kits at \$20 each
  - A- Motion Erik-Jennifer Approved 7-0.

Sheila explained what can get for \$20- water, blanket, flashlight. Jennifer mentioned S.O.S. survival kit.

- Bench for Bronson Canyon = \$2,000
  - \$1,250 for bench, \$600 for base, rest for graffiti abatement
  - B- Motion Susan S.-Erik Approved 7-0..

PROPOSED EXPENDITURES FOR REST OF FY:

- LAFD Old Station 82 Community Room – flat screen TV or digital projector (up to \$3,000)
  - C- Motion Susan S.-Don contingent upon us getting to use space. Approved 7-0.
- Historic pictures for old 82s - \$500
  - D- Motion Erik-Susan S. Approved 7-0.
- PR Materials (Includes \$1,000 unspent already allocated for miscellaneous marketing materials)
  - E- Canvas bags - \$1,000 (\$1.25 each)  
Motion Erik-Susan S. Approved 7-0.
  - F- Business cards - \$49 x 18 = \$882 (Davco) \*amended to \$1,000  
Motion Susan S.-Erik. Approved 7-0..
  - G- Banners - \$150 for one large (Cheremoya) and one small \*amended to \$300  
Motion Erik-Susan S. Approved 7-0.
  - H- Bus benches - \$60 x 8 = \$480  
Motion Susan S.-Don Approved 7-0..
  - I- Pens/magnets - \$500 flashlight pens  
Motion Don-Susan S. Approved 7-0
  - J- Doggie bags - \$500 CHNC vendor  
Motion Erik-Jen Approved 7-0.
  - K- Feather flags - \$350 \*amended \$750  
Motion Jennifer-Susan S. Approved 7-0.

\$3,512 total, \$2,512 in new expenditures

- Shakespeare in the Park - \$500-2,000 depending on Board preference
  - L- DONE- should do as a NPG. Agency can provide boiler plate. Can also do as outreach.  
Motion Erik-Jennifer to allocate \$1,500. Approved 7-0.

- Cheremoya- \$500 for new garden by temporary buildings  
M- Motion Susan P.-Don. Approved 7-0.
- Blessed Sacrament – Los Angeles Times Subscription: \$259.48  
Coffee (3 Month Supply): \$8.99 / Unit - 24 Units / Month = \$215.76  
3 Months X \$215.76 = \$647.28 Total Request: \$906.76  
N- Center 501(c)3  
Motion:Erik-Jennifer Approved 7-0.. Needs to be a grant.
- Hollywood Presbyterian Food Bank - \$1,000 (underwear, socks, to-go food)  
O- Motion Susan S.-Anji. Approved 7-0..
- My Friend's Place - \$500-1,500 for socks/underwear and new freezers  
P- Motion Erik-Susan P. -\$1,000 Approved 7-0..
- LAYN - \$500-1,000 (underwear, socks and t-shirts)  
Q- Motion Erik -Anji - \$1,000 Approved 7-0..
- Lake Hollywood Smokey the Bear signs – 2 at \$1,723 each for \$3,446  
R- Motion Susan S.-Jennifer Approved 7-0..
- Cell service at Girl's Camp - \$1,000 Verizon  
S- Motion Jennifer-Jim Approved 7-0..
- East Hollywood Farmer's Market - \$500-1,000  
T- Motion Don-Susan S. \$500 Approved 7-0..
- New laptop & Air printer - \$1,500  
U- Motion Susan S.-Erik Approved 7-0.
- Funding for Hollywood Coalition website - \$300  
V- Motion Erik -Jennifer Approved 7-0..
- Constant Contact or Mail Chimp- \$30/month = \$360  
W- Motion Susan S.- Erik Approved 7-0..
- Rental of Victor's for May board retreat - \$546  
X- Motion Susan S.-Erik Approved 7-0..
- Website redesign – 50 hours @ \$20/hr = \$1,000  
Y- Motion Susan S.-Erik Approved 7-0..
- Office organizing – 20 hours @ \$15/hr = \$300  
Z- Motion Susan- Erik Approved 7-0..
- Support for Budget Advocate and Congress of Neighborhoods events - \$500 each for \$1,000  
AA- Motion Susan S.-Jennifer Approved 7-0..

\$19,870.76-\$23,370.76 total depending on amounts approved

Leeor- wants funds for BID effort. Needs support letter. Has to raise 80k to do initial study. If get to 40k City will match.

Anji- summer reading program. Erik- get us details and we'll see if we can add to upcoming Budget & Finance Meeting.

13. Proposed Bylaws revisions (to be discussed, final language to be approved in May)

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

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."

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

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

Replace "17" with "18."

Add "I. Parliamentarian/Historian – one (1) seat. To be nominated by the President and approved by the Board.

D. Article VI Officers

2. Section 2: Duties and Powers: E, replace:

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:

- 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.

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

F. Article VII: Committees and Their Duties: Section 1: Standing Committees: Add “Renters” and “Business” committees.

G. 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.”

H. 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.”

I. Article XI Grievance Process B.: Remove “and Operating Procedures”

12. Discuss list of committees on HUNC website and which Board would like to see maintained, added for 2014-2015. Opportunity for Board members to volunteer to serve on committees.

Sheet distributed with names of committees listed on website, in bylaws, and recommendations by Executive team.

13. Workshop May 19<sup>th</sup> 2014 topics: Mission and focus of Hollywood United for 2014/2015

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

B. Standing Rules: review and adjustments

C. Bylaws review and approval of revised Bylaws

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

14. Old Business

15. New Business

ADJOURNMENT

*Reconsideration: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place before the end of the meeting at which it was considered or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] action should the motion to reconsider be approved. A Motion for Reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.*