

COMMITTEE MEMBERS:

- Sheila Irani, President
- Tom Meredith, Vice President
- Robert Morrison, Treasurer
- Brandi D'Amore, Secretary



HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
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COMMITTEE MEETING MINUTES
Executive Committee
Wednesday, July 28, 2021, 6:00 PM
Webinar ID: 848 3371 4572
<https://us02web.zoom.us/j/84833714572>

Welcome

6:05 PM start

1. Roll Call

Attending

Sheila Irani Tom Meredith Brandi D'Amore Robert Morrison

2. Approval of Minutes

Tabled: No minutes to approve

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

No comments

4. Discussion and possible motion for recommendation of Board member assignments and responsibilities to include, but not be limited to; website management, board and committee agendas, social media posts/feeds, automated "Latest News", other non-automated news stories and special emails.

At this time, due to technological access issue, Chairs are to send their agendas to President in a timely manner to have President review for approval. President will request or change tickler to request that Chair create their excerpt for posting. Upon approval, President will create a Zoom link and webinar ID to end with the approved minutes for the Secretary to create agenda and post. Secretary will send the agenda to Theresa Gio to post to FB. This will change when President obtains technological access.

Theresa will handle uploading of agendas and information (board members, committee members, etc.) and IG posting upon review of posts by President or Secretary. Susan Swan will handle Twitter. Brandi D'Amore will handle incidental posting to FB.

5. Discussion and possible motion for hardware and software purchases for exec committee

Per Standing Rules, Exec Committee has \$1000 discretionary to spend on Exec Committee hardware. Per rules, majority vote: Sheila yes, Brandi yes, Robert yes, Tom ineligible. Need additional funds from board.

Motion passed.

Motion Made: Motion to request additional \$1800 in funds (\$1000 computer, \$800 for software and hard drives) over the Exec Committee allotment

Motion: Sheila Irani **Second:** Robert Morrison **Vote:** Yes-3, No-0, Abstain-0, Recused-0, Ineligible-1

Yes

Brandi D'Amore Robert Morrison Sheila Irani

Ineligible

Tom Meredith

6. Discussion to post five Board vacancies and review applications in Executive Committee for recommendation to Board. All appointments will have to run again in '23 per bylaws. Four of those seats will also have to run again in '25 as that is the track.

Confirmed seats. Discussed how to post. Brandi to resend the seats and other information for posting.

7. Discussion and possible scheduling a Board retreat/workshop to include but not be limited to; HUNC mission, Bylaws, communication/response expectations, quorum, serial meetings, absences, NPG process/timing, Clerk protocol, etc. To include Lorenzo and Monica at retreat/workshop.
- Some of these items to be discussed at next board due (like response times, etc.) in Presidential Report Secretary will address attendance at Full Board. Exec Committee made decision to erase all board and committee absences and start fresh as of July 2021.**
- Discussion of having retreat in September '21, and if that should be where committee Mission Statements per Standing Rules be presented or at Full Board.**
- Vice President and Treasurer to collaborate on meeting agenda.**
8. Discussion and possible motion to recommend to full board member liaisons to City departments to include but not be limited to, City Attorney, DWP, CD4, CD13, City Planning Commission, BONC, etc.
- Tabled: Presidential appointments, not selected or elected CD4 and CD13 unnecessary.**
- Discussion of if representatives should come to Full Board or Liaison to present. Issue brought up of time consumption to have representative, but would be the same as if liaison. Discussion to return to this after new Board members acquaint themselves with their roles. Discussion that HUNC needs to reintegrate itself and update its knowledge base and connections to the City.**
9. Discussion and possible motion for recommendation to full board two HUNC Budget Advocates
- Presidential appointments; not selected or elected.**
- Treasurer is de facto 1 of 2. Treasurer will reach out to other members for potential position.**
- Does not require being on the Board to be a liaison.**
10. Discussion for budget and possible motion for recommendation to full board for funding up to \$1000 for business cards, nameplates, City Seal IDs, etc.
- Not necessary for vote. Treasurer has ability to spend up to \$150 per Board member on items. Agreed to at this point take care of business cards and City Seal IDs. Treasurer will meet with Vice President to go over procedure, and one of two will issue the forms to members to obtain information necessary to fulfill needs.**
11. Discussion and possible motion for recommendation to full board to spend up to \$5000 from FY 2021/2021 budget for HUNC swag.
- Swag to be discussed by Outreach.**
- Decision to request \$1500 now, and ask for more if necessary later.**
- Motion passed.**
- Motion Made: Motion for recommendation to Full Board to spend up to \$1500 from FY 2021/2021 budget for HUNC swag.**
- Motion:** Sheila Irani **Second:** Robert Morrison **Vote:** Yes-3, No-0, Abstain-0, Recused-0, Ineligible-1
- Yes**
- Brandi D'Amore Robert Morrison Sheila Irani
- Ineligible**
- Tom Meredith
12. Discussion of and determination of implementation of board "housekeeping" in terms of expected responses to communications
- Discussed basic responses to emails 48 hours unless requested earlier. Phone calls or texts within 24 hours. Members to respond to participation or submission requests to either affirm /provide or indicate not.**
13. Discussion of need to remind Board of attendance requirements and current record.
- Secretary's Report to advise at next Board that members need to be present for all voting items to not be considered absent. That both board and committee have attendance requirements. Determination of how to be considered "excused" to be at next Full Board. Other attendance issues.**

Bylaws outline attendance requirements.

Committees will now need to provide their attendance.

14. Discussion of virtual comment cards. See link as example. Not required but may facilitate Zoom meeting public comments. <https://empowerla.org/commission/policies-and-meetings/>

To be investigated how to implement into an agenda

Understood that if attendees do not complete they are not prevented from participating in meeting to give public comment.

15. Discussion of Committee minutes requirements, expectations, and procedures. Possible motion for recommendation to full board to spend up to \$2000 from FY 2021/2021 budget for minute-taking services.

Committees to begin to keep regular minutes, and submit to Secretary after vote to approve. Not required to upload minutes to site, yet will attempt to do this from now on.

Agreed that Chairs should handle how they wish to do minutes. PLUM may be only committee that requires minute taker. Sheila to talk to Jim.

Motion passed.

Motion Made: Motion for recommendation to full board to spend up to \$2000 from FY 2021/2021 budget for minute-taking services for committees.

Motion: Sheila Irani **Second:** Brandi D'Amore **Vote:** Yes-2, No-1, Abstain-0, Recused-0, Ineligible-1

Yes

Brandi D'Amore Sheila Irani

No

Robert Morrison

Ineligible

Tom Meredith

16. Discussion regarding how often Executive Meeting is to meet and possible calendarizing next meeting

Plan to be every other month from July, 4th Wednesday of month. Right now next meeting scheduled in August on 4th Wednesday to acclimate.

17. Committee Member announcements on items not on the Agenda

None

18. Old/Ongoing Business

None

19. New/Future Business

Robert plans to create a potential new folio for distribution of basic funding understanding.

Adjournment at 8:47 PM

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.