

COMMITTEE MEMBERS:

Asher Landau, Treasurer
Brandi D'Amore, Secretary
Tom Meredith, Vice Chair
Robert Morrison, Chair



HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
Certified Council #52,
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COMMITTEE MEETING MINUTES
Executive Committee
Wednesday, September 7, 2022, 6:30 PM
Webinar ID: 854 7010 3814
<https://us02web.zoom.us/j/85470103814>
Documents Link: <https://bit.ly/3RBPIUZ>

Robert Morrison took minutes
Order 1-3, 5, 4-18
Documents Link: <https://bit.ly/3RBPIUZ>

Welcome

6:30 PM start

1. Roll Call

Attending

Robert Morrison Tom Meredith Brandi D'Amore Asher Landau

2. Approval of Minutes

Motion passed.

Motion Made: Approval of August '22 Minutes

Motion: Brandi D'Amore **Second:** Tom Meredith **Vote:** Yes-4, No-0, Abstain-0, Recused-0, Ineligible-0

Yes

Asher Landau Brandi D'Amore Robert Morrison Tom Meredith

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

None

4. Activity Reports (Up to 4 minutes each)

A) President

B) Vice President

highlighted importance of outreach.

C) Secretary

updated records and highlighted new bylaws

D) Treasurer

confirmed he is trained, discussed need to do inventory, issues with bank card

E) Discussion and Questions related to reports

None

5. Presentation by Hollywood Partnership (up to 5 minutes)

A) Discussion of presentation and Hollywood Partnership's mission and activities as they relate to HUNC

Kathleen Rawson presented and shared PowerPoint. There was discussion regarding a residential survey, ongoing communication, special events in Hollywood, and a Community Dispatch Center. Questions included asking about HP funding and Election promotion. Ms. Rawson was asked about notifying Hollywood Partnership regarding open seats and she reported she had not.

6. Discussion of HUNC Priorities related to operations, culture, performance and recruitment

A) Review and reminder about communication practices during meetings

Reminder made regarding interruptions and texting

B) Review of training deadlines for board members and discussion of notification responsibilities

1. Robert to Follow up with Margaret

2. Quarterly check in at Board Meeting

3. Secretary is providing a courtesy notification a month in advance. The Secretary is not required to do more than this.

C) Discussion of next steps for organizing HUNC Liaison appointments

Postponed

1. List of current appointments

List of Current Appointments (Link in shared drive)

2. Policy regarding liaison responsibilities (link in shared drive)

Policy regarding liaison responsibilities (link in shared drive)

7. Review of Open Seats and any applications for appointment

None

A) Review application of Marlena Bond for eligibility and possible motion advancing to Full Board for potential appointment for Renter Area B seat, term ending in July '23

Marlena was not present, postponed.

B) Review any other applications submitted and possible motions to recommend to full board

None

C) Discuss recruitment progress

Tom, Brandi and Robert gave updates on people/groups outreached

8. Review and discussion of Committee and Board duties and practices

A) Minutes Policy discussion including but not limited to collection, collection responsibilities, early formatting, content public posting

1. Discussion and possible motion regarding Standing Rule on Committee Minutes (in shared folder)

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

Yes

Asher Landau Robert Morrison Tom Meredith

No

Brandi D'Amore

- B) Discussion and possible motion regarding Standing Rule on Community Impact Statements (CIS) and Official Letters
Had discussion about need for standing rule, concerns were raised about consistency and fairness but ultimately no motion was made leaving restriction to President's discretion
- C) Discussion of parliamentary procedure for roll call and other kinds of votes on eligible voting items in board meetings
General consensus to retain roll call voting in all cases
- D) Discussion and possible motion regarding Exec Committee Alternative Protocol and notification responsibilities
Discussed and reviewed proposed protocol; no motion made, decision to make announcement at board meeting
9. Discussion of retreat agenda including but not limited to:
Topic Postponed
- A) Topics of Discussion and Presentation
- B) Outreach and Mission Presentations
- C) Invitation to DONE
- D) Inviting Voting Stakeholders
10. Discussion regarding Digital Media Policy and related administrative tasks
- A) Review of current platforms and uses
Reviewed current list of administrators/accounts. Thanks to Brandi for putting together.
- B) Review of current posting types
Reviewed and edited content guidance for board approval
- C) Review list of account administrators and delegate tasks to prepare for implementation of policy
- D) Discussion of adding standing item to each board meeting agenda
Agenda item to be added
11. Discussion of Zoom License status and assignment
Robert gave update that these accounts are still pending
12. Review of '21-'22 and '22-'23 Fiscal Year Standing Rule Outreach Hour completion and current standing rule regarding outreach
- A) Discuss obtaining board members outreach hours for '21-'22 fiscal year, and what is considered acceptable outreach

- B) Discussion and possible motion regarding standing rule requiring minimum outreach hours
 - C) Review and discuss messaging to board that new year has started for outreach hours
13. Review and discussion of how to orient, support and empower board members, voting stakeholders and community members
Topic Postponed
- A) Educational Tools (including abbreviation list)
 - B) Resource and information sharing
 - C) Mentoring new members and stakeholders
14. Discussion of bylaws as it relates to committee member selection and limits and possible motion
Brief discussion regarding voting stakeholders, no motion made
15. Discussion of Civic U participation and possible appointments
Discussed Civic U and email regarding event and resolved to recruit someone during meeting
16. Review and discussion of recently discovered error in ClerkConnect Portal System and impact on this Neighborhood Council
- A) Review of current designees to submit CIS for HUNC
Tom and Jim
 - B) Discussion and possible motion for recommendation to Full Board for possible Community Impact Statements (CIS) on this issue solicited to following Council Files (CF)
Topic postponed
 - 1. General Comment Council Files 22-1111-s1 Arts, Parks, Health, Education, and Neighborhoods Committee Meetings / Public Comment / Communication(s) from Public / 2022
<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=22-1111-S1>
 - 2. 22-1111-s2 Budget and Finance Committee Meetings / Public Comment / Communication(s) from Public / 2022
<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=22-1111-S2>
 - 3. 22-1111-s9 Information, Technology, and General Services Committee Meetings / Public Comment / Communication(s) from Public / 2022
<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=22-1111-S9>
17. Discussion and review of meeting schedule and Executive Committee anticipated absences
No absences anticipated for rest of year except for Robert's September trip
18. Review of anticipated items for full board agenda
No outstanding items not already discussed
19. Committee Member announcements on items not on the Agenda

None

20. Old/Ongoing Business

None

21. New/Future Business

None

Adjournment at 9:15 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.