

**COMMITTEE MEMBERS:**

- Sheila Irani, Chair
- Shane Kalminski
- Noelle North Norris
- Georgette Darby
- Oliver Alvarez



HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL  
 Certified Council #52,  
 P.O. Box 3272 Los Angeles, CA 90078  
[www.MyHUNC.org](http://www.MyHUNC.org) email us at [Info@MyHUNC.org](mailto:Info@MyHUNC.org)

**COMMITTEE MEETING MINUTES**  
**Outreach Committee**  
**Monday, December 4, 2023, 6:30 PM**  
**Fire Station 82 Annex**  
**1800 N. BRONSON AVENUE, L.A., CA 90028**  
**Second Floor Conference Room**

[https://hollywoodunitednc.org/wp-content/uploads/2023/11/Outreach\\_Minutes\\_10-02-2023.pdf](https://hollywoodunitednc.org/wp-content/uploads/2023/11/Outreach_Minutes_10-02-2023.pdf)

Welcome

**6:45 PM start**

1. Roll Call

**Attending**

Sheila Irani                      Shane Kalminski                      Noelle North Norris                      Georgette Darby                      Oliver Alvarez

2. Approval of Minutes

[https://hollywoodunitednc.org/wp-content/uploads/2023/11/Outreach\\_Minutes\\_10-02-2023.pdf](https://hollywoodunitednc.org/wp-content/uploads/2023/11/Outreach_Minutes_10-02-2023.pdf)

**Minutes approved without change**

**Motion:** Sheila Irani                      **Second:** Georgette Darby                      **Result:** Yes-4, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Georgette Darby                      Oliver Alvarez                      Shane Kalminski                      Sheila Irani

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

**No public present**

4. Committee Member announcements on items not on the Agenda

**Georgette: 12/9/23 - 2pm Barnsdale Art Show, Free, featuring artist from Villas at Gower**

**Shane: 12/9/23 5pm West Hollywood Park movie night featuring Frozen; 12/16/23 Winter Wonderland with snow play from 1 to 4pm**

5. Discussion of Neighborhood Purposes Grant (NPG) for Larchmont Charter School Feb 2024 Jogathon event - possible motion to be heard at Board Meeting on Dec 11th, grant value up to \$1000

**Motion passes to send to Board Dec 11 2023.**

**Larchmont Charter School representative, Jennifer Bledsoe, was told that HUNC LOGO should appear on all printed and digital materials, a completion report will need to be filed after event showing receipts for \$1000 worth of food and drink for the event, and a table be provided for HUNC Board to be able to pass out information to LCS Jogathon attendees.**

**Motion Made: Motion to hear Neighborhood Purposes Grant (NPG) for Larchmont Charter School March 2024 Jogathon event at Board Meeting on Dec 11th, grant value up to \$1000 for food and drinks for general public and students at event.**

**Motion:** Sheila Irani                      **Second:** Shane Kalminski                      **Result:** Yes-5, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Georgette Darby                      Noelle North Norris                      Oliver Alvarez                      Shane Kalminski                      Sheila Irani

6. Discussion of Neighborhood Purposes Grant (NPG) for LAFD Foundation Grant for Station 76 Community Garden landscape project and community event - possible motion to be heard at Board Meeting on Dec 11th for grant value up to \$3500.

**Amended to include \$500 for rubber tree pruning and hauling for a total of \$3500.00 Motion passes to send to Board Dec 11, 2023.**

**Sheila Irani stated that she has donated to LAFD Foundation in the past, lives further than 1000 feet from Station 76 (2.2 mi) and as a**

**HUNC member works with community on projects at fire stations. LAFD Foundation employee, Robin Blau presented with Charles Malki, donor with landscape and fertilizer company. He will be donating \$1000 towards this project personally.**

**Motion Made: Motion for LAFD FOUNDATION to be heard at Board Meeting on Dec 11th for grant value up to \$3500.**

**Motion:** Georgette Darby      **Second:** Oliver Alvarez      **Result:** Yes-5, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Georgette Darby      Noelle North Norris      Oliver Alvarez      Shane Kalminski      Sheila Irani

7. Discussion for community cleanup and beautification of Gower or Argyle Median as Community Improvement Project, coordinated with Council offices, LA Beautification Team. Budget allocation to be discussed by committee. Possible motion to be heard at Board Meeting on Dec 11th for the purpose of budget reallocation from Admin Packet to fund Community Improvement Project.

**The committee will be seeking a partnership with CD13 to beautify the Gower Median as a Hollywood Gateway with potential improvements to the soil with free mulch from Griffith Park, and watering the Jacaranda trees, and possibly put hardscape such as roman pavers or small round rocks cemented in place, and spots of artificial turf since one median is in the shade and the soil is too sandy for planting. The committee will seek out assistance from LA Beautification Team to get a bid for work.**

**Motion Made: Motion to request Board to allocate \$5000 to fund Community Improvement Project for Gower Median beautification by reallocating funds from Budget.**

**Motion:** Oliver Alvarez      **Second:** Georgette Darby      **Result:** Yes-5, No-0, Abstain-0, Recused-0, Ineligible-0

**Yes**

Georgette Darby      Noelle North Norris      Oliver Alvarez      Shane Kalminski      Sheila Irani

8. Discussion of methods to increase awareness of HUNC, e.g.
- bus bench ads PSA
  - street banners PSA - we have banners already
  - free movie night at low cost locations with ample parking (Hollywood Adventist Church)
  - regular clean up days each quarter wearing HUNC Branded Tshirts
  - business window clings -HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL BUSINESS PARTNER - and we sponsor a giveaway item they pass to clients
  - Sponsored events like free pet vaccine day at Tailwaggers, grocery bag giveaway at Lazy Acres & Gelsons
  -

**The committee felt a good promo idea would be to distribute grocery bags made with recycled materials to smaller markets with a simple flyer on the mission of HUNC and a call for Board members inserted inside bag. The committee felt we could reach residents who live in apartments near the smaller markets, a demographic difficult for us to do outreach.**

**- Farmer's Market - walk around and hand out, not tabled**

**- Royal Market**

**- Yucca Market**

**- Beachwood Market**

**- Trader Joes Hollywood**

**- LA FITNESS - local residents use that facility and a drawstring backpack would be a good giveaway there**

**All locations would require HUNC Board members to hand out promotional materials, giveaways, and speak with interested individuals.**

**Oliver will try to initiate interest with groceries.**

**Sheila will try to initiate interest with LA FITNESS**

**Shane will try to initiate interest with Tailwaggers for a pet adoption day, where HUNC pays for microchip or vaccine, partnering with an animal rescue organization and TailWaggers.**

**PSA street banners and bus bench ads seemed to be too passive to be worth the money.**

10. Review of promotional items for HUNC and possible motion to put order on Board agenda.

**Committee selected whistle, reflector and pens because they are inexpensive, promote safety for kids and adults, and are lightweight to easily bring to events and store at Annex for a total cost to not exceed \$800. Motion to move to Board passes.**

11. Old/Ongoing Business

**None**

12. New/Future Business

**None**

**Adjournment at 8:15 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.

## Neighborhood Council Funding Program

### Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Hollywood United Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a)	<u>A Million Drops</u> <i>Organization Name</i>	<u>46-1144882</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u>Nov 2013</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>3219 Canyon Lake Drive</u> <i>Organization Mailing Address</i>	<u>Los Angeles</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>90068-1605</u> <i>Zip Code</i>
1c)	<u></u> <i>Business Address (if different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>
1d)	<b>PRIMARY CONTACT INFORMATION:</b>			
	<u>Cynthia Klar, Treasurer</u> <i>Name</i>	<u>323-793-7868</u> <i>Phone</i>	<u>Director@amilliondrops.org</u> <i>Email</i>	
2)	<b>Type of Organization- Please select one:</b>			
	<input type="checkbox"/> Public School <i>(not to include private schools)</i> <b>Attach Signed letter on School Letterhead</b>	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> <b>Attach IRS Determination Letter</b>	
3)	<u></u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

A Million Drops raises funds to provide showers thru Compassion Connection services available to anyone needing showers, clean (free) clothes, and bathrooms on the Hollywood Adventist campus. Funds will be used for cleaning and shower supplies as well as janitorial services to expand its functioning hours. The need to pay for janitorial services counters the lack of volunteers and allows Compassion Connection program to operate several hours a day, several days a week. Without these funds these showers would not be available to the public. There is a long waiting list of people who have no other way to get clean and it is necessary to serve our unhoused population with a hygienic alternative to living on the streets with only a bucket and sponge to stay clean.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

HUNC will be helping anyone who wishes to get a shower, shave, and free clothing from the Compassion Connection program at Hollywood Adventist Church. The simple act of clean clothes, showers, food and clean water can make such a big difference in the lives of people experiencing homelessness or job loss or lack of income.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
			\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Supplies – cleaning, shampoo, soap, towels	\$ 500	\$ 1000.00
	Laundry services	\$1000	\$3000.00
	Outside Janitorial Services	\$2500	\$10000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No     Yes    If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)     No     Yes    If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
PRIVATE DONATIONS TO COMPASSION CONNECTION	\$10,000.00	\$14,000.00

9) What is the TOTAL amount of the grant funding requested with this application:    \$ 4000.00

10a) Start date:    02/15 / 24    10b) Date Funds Required:    2 / 28 / 24    10c) Expected Completion Date:    06/30 / 24

(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

No     Yes    If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Sheila Irani	Executive Director, AMD
COI advice solicited from City Attorney	

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

Yes     No    \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\* (Sheila Irani, HUNC President is Executive Director for A Million Drops and was advised to not sign this document). The other members of Ex. Cmte signed instead.

Cynthia Klar	Treasurer	<i>Cynthia Klar</i>	December 29, 2023
_____ PRINT Name	_____ Title	_____ Signature	_____ Date
12b) Zoe Bannon	Secretary	<i>Zoe Bannon</i>	Dec. 29, 2023
_____ PRINT Name	_____ Title	_____ Signature	_____ Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

A Million Drops Budget for support of  
 Compassion Connection Shower Program  
 Period Feb 1 to June 30, 2024

<b>Item</b>	<b>Monthly Amount</b>	<b>Mos.</b>	<b>Total</b>
Shampoo	20	5	\$ 100.00
Liquid Soap	20	5	\$ 100.00
Shaving supplies	20	5	\$ 100.00
Towels	20	5	\$ 100.00
Cleansers for Sink and Shower	20	5	\$ 100.00
<b>Total</b>			\$ 500.00
	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Janitorial Services	150	16.67	\$ 2,500.00
	<b>Quantity</b>	<b>Value</b>	<b>Total</b>
Laundry Services - Voucher	100	10	\$ 1,000.00
<b>Grand Total</b>			\$ 4,000.00