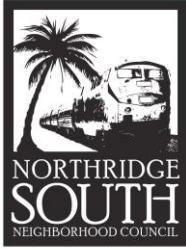


Northridge South Neighborhood Council
Report of Board Retreat/Orientation
Park Parthenia Apartments Community Room
19100 Parthenia Street, #5, Northridge CA 91324
July 16, 2016, 9:30 a.m.

- 1) **MORNING COFFEE/MEET AND GREET:** Took place before the Special Board Meeting of July 16, 2016.
- 2) **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Took place at the Special Board Meeting of July 16, 2016.
- 3) **BOARD OF DIRECTORS ROLL CALL:** Took place at the Special Board Meeting of July 16, 2016.
- 4) **NEW BOARD MEMBER ORIENTATION WITH MELVIN CANAS AND KATHLEEN QUINN OF EMPOWER LA/DONE:**
 - a. **The role of your NC in your community (Melvin Canas):** Technically, the neighborhood council is a city government agency and board members are considered public officials. Check the City Council files to see on what issues the NC should take action or file a Community Impact Statement. Develop a relationship with our council member.
 - b. **Rules of the Game:**
 1. **City Charter:** No notations made
 2. **City NC Plan:** No notations made
 3. **State Brown Act:** A contact person for ADA requests needs to be listed on the agenda.
 4. **State Public Records Act:** If we receive a public records request, notify Empower LA/DONE as soon as possible. There is a ten-day turnaround.
 - c. **Getting to know your Bylaws:** No notations made
 - d. **Having a great NC meeting (Kathleen Quinn):** Make sure there are enough tables and chairs. Provide copies of agenda and minutes, speaker cards and sign-in sheets. Don't jam-pack the agenda. Agenda items need to be descriptive so the public knows the issues and what the board votes are for. Allow sufficient time for non-administrative agenda items, especially hot-button items. Set a time limit for stakeholder comments. Before the board votes on any motion, ask for public comments.
 - e. **Funding for your NC:** No notations made
- 5) **PUBLIC COMMENTS:** None
- 6) **PRESIDENT'S COMMENTS:** None
- 7) **PLANNING AND LAND USE TIPS BY COMMITTEE CHAIR, DONNAL POPPE:** Not completed due to Donnal Poppe's absence
- 8) **ADJOURNMENT:** 12:00 p.m.



Northridge South Neighborhood Council
Minutes of Special Board Meeting
Park Parthenia Apartments Community Room
19100 Parthenia Street, #5, Northridge CA 91324
July 16, 2016

1) **WELCOMING REMARKS**

- a. **Call to Order and Pledge of Allegiance:** James Ashjian called the meeting to order at 9:11 a.m. Sal Pelaez led the Pledge of Allegiance.
- b. **Board of Directors Roll Call:** Present: James Ashjian, Michael Bell, C.J. Berina, Nour Chaaban, Valerie Collins, Jennifer Elliott, Jose Hernandez, Karen Lott, Marilynn Meyer, Courtney Molnar, Sal Pelaez, Jose Portillo, Stephanie Schwinn.
Absent: Donnal Poppe, Fred Youssif
- c. **Self-Introduction of Guests:** None

2) **AGENDA ITEMS**

- a. **Approval of Minutes from Previous Meeting:** There were two minutes to approve from the June 23, 2016 meeting: one from the “old board” and one from the “new board”. For the “old board” minutes, Sal Pelaez moved to approve and Marilynn Meyer seconded. Passed with 13 yes votes. For the “new board” minutes, Jose Portillo moved to approve and Courtney Molnar seconded. Passed with 13 yes votes.
- b. **Vote to Accept June 2016 MER:** Margaret Landers discussed the expenditures made for June 2016. Michael Bell moved to approve the report and Jennifer Elliott seconded. Motion passed with 9 yes votes (Ashjian, Bell, Collins, Elliott, Lott, Meyer, Pelaez, Portillo, Schwinn). Ineligible to vote were Berina, Chaaban, Hernandez and Molnar.
- c. **Public Comments:** None
- d. **President’s Comments:** James Ashjian said that meetings start at a certain time and would like for people to arrive a little early. At the next meeting (agenda setting/committees on Monday, August 8), he would like for the board to consider a start time change. He asked the board to bear with the new leadership.

3) **ADJOURNMENT**

Valerie Collins moved to adjourn at 9:30 a.m. and Jose Portillo seconded. Motion passed with 13 yes votes.