WANC Retreat, February 2, 2019.

Notes:

- Leslie Graham in contact with city representatives, Vision Zero has funding for West Adams neighborhood, such as installing bike lanes
- ADU workshop lacked a variety of opinions and information from opposition and those in support
- Gentrification event had issues with record keeping of sign in sheets
- Desire for two upcoming workshops; Tenants Rights and ‘Taste of Garden’
- SLAANC meetings should try and be attended by board members

Administrative:

A. Composing and Posting Agenda

- A letterhead template should be used in order to make posting and completing an agenda an easier process.
  - Copies need to be posted at Vineyard Recreation Center
  - Physical copies at Vineyard, and other agendas should be posted electronically on the two different WANC websites through ncsupport.
  - City prefers PDF format for the agendas
- Monthly agendas need to be posted 72 hours prior to meeting, pending changes.
  - Committee/Ad Hoc meetings should be posted at least 24 hours prior.
- The Brown Act needs to be adhered to, for all meetings to create transparency
  - There is a lack of contact info/record keeping for stakeholders who wish to join committees and participate
  - Constant contact needs to be updated for board members and stakeholders
- Board members should learn how to post the agendas more efficiently

B. Posting draft and Approved Minutes

- Upload a draft agenda when necessary
  - Leon needs a recorder to be active and have an accurate record

C. Monthly Expenditure Report

- Needs to be sent to DONE, Department of Neighborhood Empowerment.
  - Verify the minutes and vote on the MER in a timely manner
DONE needs the next MER by February 10/every two months.

D. Board Action Count
- Need to keep track of all voting
  - Secretary/Treasurer have issues participating and keeping track of voting
  - WANC should incorporate the use of electronic signatures when necessary
  - Board members are encouraged to come to meeting prepared, including have read all necessary materials
  - Suggested need for a laptop and recording device, challenging without a laptop
  - Notes need to be more accurate, organized, and efficiently transcribed
- Board doesn’t have substitute/corresponding/recording secretary as necessary to take minutes when secretary is not present
  - Issue with bylaws when BAC/agenda is not accurate
  - BAC is vital for all procedures and record keeping
- Parlimentarian should have a record of BAC

E. Event Approval Form
- Form NCFP 106
  - Needs to be completed months in advance in order to get approval
- DONE/City are challenging and create red tape
  - Policies are constraining and create barriers
    - Itemize everything that will/may creates issues in the future
- Liability Insurance and Permits need to be incorporated
  - Refer to checklist about food handling and permits/insurance

F. Budget
- Need an approved budget to prevent any issues with city approval
  - If /When budget changes, board members need to know

G. Liability Insurance
- Budgets for event need liability insurance
  - SPARTA insurance is one vendor available
- Coordination of different events depends on the committee itself
  - BAC/other forms need to be accurate when trying to send the application months in advance

**Standing Committee:**
- Per Bylaws need to meet quarterly
1. Youth and Education
   i. Second Saturday of the month, William Grant Still Center, 12pm noon
      ● Leslie Graham
      ● Josef Siroky
      ● John Sims

2. Safety Committee
   i. Venue TBD, March 11, 2019
      ● Elbert Preston
      ● Clinton Simmons
      ● Yolanda Overstreet
      ● Josef Siroky
      ● Mika Matsui

3. Land Use Committee
   i. Second Thursday of the month, 6:30 pm, Baldwin Hills Library
      ● Eva Aubry
      ● Richard Williams
      ● Adam Tootla
      ● Connyce Thomas
      ● Josef Siroky
      ● Mika Matsui
      ○ Needs an upload portal via google forms
        ■ Ask for more information relevant to list of suggestions

4. Outreach Committee
   i. Third Wednesday, 6:30 PM. Venue TBD.
      ● Steven Meeks
      ● Citlali Chavez-Nava

5. Rules Committee
   i. Meeting time and venue TBD.

6. Finance Committee
   i. Meeting and venue TBD.
      ● Richard Williams
      ● Meetings with most likely be “special meetings/Ad Hoc” and not held consistently
        ○ Finance committee should keep consistent records of NPG grants and budget related items
New and Old Business:

A. Discussion on NPG request from Pretty2Me in an amount not to exceed $5000
   ● No votes taken, only discussion
     ○ Website does exist, however they still do not appear to have the IRS 501(c)3 exemption necessary for NPG funding
     ■ No current fiscal agent to work through those issues

B. Discussion and possible action on monthly meeting agenda setting per bylaws
   ● Bylaws state the agenda should be set during the monthly meetings
     ○ Public comment is taking too much time out of the meetings and preventing an agenda setting at the end of the meeting
     ○ Meetings should be more formal and prevent time being wasted by redundancies
       ■ People should raise their hands to be acknowledged for example
     ○ Follow and try to mimic the format of city council and congressional meetings where once someone uses their allocated time they should refrain from further discussion
       ■ Yolanda suggested during February meeting she will create some changes to propose more formal communications
   ● Executive committee, per bylaws, has the ability to set the agenda when necessary

C. Discussion and possible action on approving NPG review/evaluation guidelines
   ● Update website to allow submissions online with any relevant documents
     ○ Use Connyes’ guidelines as reference for future NPG requests
     ○ Make a deadline of one to two months to review the NPG requests and set the agenda
   ● Vote ; 8 yes votes, 0 no, passed and accept Connyes’ guidelines for future NPG requests

D. Discussion on formulating a declaration for area developers on local hiring/procurement practices
   ● WANC cannot legally force local hiring practices
     ○ Suggest a list of preferences for developers in addition to referring to existing governmental local hiring laws and policies
       ■ Prevent hiring discrimination as well, SB 491
○ Should be used as a measure of attempting to improve quality of life for stakeholders and reducing economic disparity

E. Discussion on any suggested Bylaws changes

- Attendance requirements of all board members needs to be enforced per bylaws
  - Secretary needs to be notified of all absences
    ■ Constant record keeping of absences is necessary
  - Board members will join but will not participate nor do they contribute to standing committees
    ■ Bylaws indicate the removal of board members as necessary by board vote
- Rules Committee should be in charge of the record keeping of attendance and suggesting the removal of board members as necessary per bylaws

F. Discussion and possible action on filing a CIS on Council File 18-1044 on FAA/NextGen - Compliance of State and Federal Laws Changes in Flight Routing at LA

- Recommend the FAA comply with all regulations such that a minimum altitude is used,
  ○ supporting filing this CIS
- Vote, 8 yes, 0 no, passed

G. Discussion and possible action on WANC sponsoring a community resources and volunteer fair not to exceed $1750

- A showcase of different business entities and organizations with relative impact in West Adams
  ○ Omaze, Superior, local schools, etc...
  ○ A variety of tables set up with representatives from those businesses to give visitors information
    ■ Have a gift card giveaway for the vendors and visitors
  ○ For the children who attend, allow them to build forts made out of cardboard boxes to give parents time to walk around and network
  ○ Location TBD, sometime in March
- Vote, 8 yes, 0 no, passed