

## 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
- Parliamentarian 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
    - Connye 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