



Mar Vista Community Council



Mar Vista Community Council Executive and Finance Committee

Minutes

Monday November 4, 2019

The Coffee Connection (Station Room)

3838 S. Centinela Ave

Los Angeles, CA 90066

Chair: Elliot Hanna (elliott.hanna@marvista.org)

1. **Call to order**-Meeting called to order at 7:05 PM by Elliot Hanna
2. **Roll Call**- In attendance: Elliot Hanna, Martin Rubin, Michelle Krupkin (7:10) Holly Tilson, Mary Hruska.
3. **Announcements**- None
4. **Public Comment for Items NOT on This Agenda**-Kathryn: asked if motion that was passed at Outreach to investigate the possibility of using Survey Monkey needs to then come before the BOD. Hanna responded in the affirmative. Also asked if MVCC could/should promote (which is now officially a 501c3 and has its own website). Mentioned that DONE rep at the meeting questioned this. Hanna agreed, that, doing so might set an unsustainable precedent. Asked if any swag motion voted on at Outreach needs to come before ExFin. Hanna responded that this helps Treasurer makes budget adjustments for the BOD agenda. Tilson concurred. Wheeler asked status of MVCC farmer's market tents. Hanna/Tilson responded that MVCC still has both of these. Wheeler asked if she should accept booking requests for vendors from Diana Rogers, the FM manager. Hanna responded in the negative, saying that Diana does not book the MVCC tents. Short discussion on potential scheduling of Mar Vista Artwalk at the MVCC tents. Tilson mentioned that, historically, the Artwalk used the MVCC FM tents the week before one of their events. Wheeler mentioned that Lenore French has not yet approached her. Wheeler asked about status of offer from Diana to re do the MVCC tents for the newer size. Tilson mentioned that contract paperwork regarding MVCC's engagement in such an agreement is still pending city review and approval. Stacy Shure asked how she applies for an NPG for a non -profit that is working for the community. Hanna deferred to Tilson. Shure asked if there are instructions/guidelines for this. Tilson directed her to DONE online Funding Training.
5. **Ex-Parte Communications and Conflicts-of-Interest**-Tilson mentioned that she talked to Selena about Board training. Hanna concurred.
6. **Adoption of the Agenda**-adopted without objection
7. **Reading and Approval of Minutes** – Tilson mentioned some and, per Hruska's request, she would send email to her with them. Rubin suggested removing some blank spaces and reducing the file size. Motion to approve as amended (Rubin/Hruska). Minutes approved without objection
8. **Reports**-
 - 8.1 Chair- Elliot: mentioned having spoken to City Attorney Steve Houchin regarding a number of things, one of which was that BOD members need to observe the 500 ft rule when reviewing developments and recuse (not abstain) ourselves if this is the case. Also mentioned having received a stakeholder motion to amend the MVCC By-Laws and it will be on the next BOD agenda.
 - 8.2 1st Vice-Chair- Martin: Recounted the events transpiring at the last E & Bylaws meeting. Mentioned that the meeting could not be considered an official meeting as he'd moved to a different room from that specified on the agenda. A large

attendance occurred (including members of the media and other MVCC Board members) due to an email from the West LA Democratic Club urging immediate action on agenda items. Meeting order was disrupted and the meeting was terminated by him as chair. Will write a report on what transpired and present at the next BOD meeting.

Stacy Shure mentioned that this is disturbing, and asked for confirmation of the fact that a message labelled "urgent" was sent to the public regarding the agenda of the Elections & By-Laws committee, an advisory agency, and wasn't the code of conduct violated? If there were current BOD members involved, should there not be disciplinary action taken? Hanna mentioned that he'd certainly witnessed behavior unbecoming a public official at the meeting. Selena Inouye mentioned that she'd spoken to a stakeholder for whom this had been the first MVCC meeting and told her (Selena) that she was not inclined to attend any others. She stated that, as a BOD member she felt very uncomfortable. There were 9 BOD members in attendance who were having discussions and potentially voting on items. Hanna noted that he would have to ask Steve Houchin about this. Kathryn Wheeler noted that there was a representative from DONE in attendance (Semee Park) who wouldn't answer her (Wheeler's) question as to whether she (the DONE rep) was attending in her official capacity. Rubin stated that the rules of order for a meeting were used, by some of the attendees to obstruct the meeting. This, he stated additionally promoted a disrespect for the Chair and an atmosphere of hostility

- 8.3 2nd Vice Chair- Michelle Krupkin: T&I and Great Streets will have to reschedule due to the Upcoming 2 Town Halls, and would probably end up having a joint meeting. Public Health & Safety is unavailable for their 1st Thursday and will be looking for an alternate date. Also waiting to hear of a monthly date for Outreach meetings. Not sure if there will be a Homelessness Issues committee meeting in Nov as she's not heard from the Chair. Hanna stated that he would contact the Homelessness Issues chair. Rubin stated that, though he understands that there have been misunderstandings in the past, since he's been 1st Vice Chair of Outreach he's had no indication of uncooperativeness from Kathryn while the second Vice Chair, Adriana De La Cruz, has been unwilling to participate or even to communicate with the chair, and that he and Kathryn will proceed with what Outreach has been tasked to do. Hanna stated we, on the MVCC don't have to like each other, we just have to work together. Stated that he Chair and First Vice Chair of Outreach are in agreement on meeting dates and Instructed Second Vice Chair Krupkin to book Outreach meetings as indicated by the Chair of Outreach, Wheeler indicated that the 3rd Thursday of the month would work. Krupkin indicated that the Second Vice Chair of Outreach (De La Cruz) has indicated that she has a conflict with the 3rd Thursday and Asked if Wheeler could find another possible day. Wheeler/Tilson and Rubin Responded that this has been done and that De La Cruz has not responded. Krupkin also stated that she's looking into the possibility of MVCC holding meetings at DCRC building (Beethoven & Venice). Also stated that DONE now requires all meeting venues to be reviewed for ADA accessibility.
- 8.4 Secretary- Mary: stated that she would like to have the Minutes takers send them to us in a timely manner. Hanna stated that he's aware and will work on this. Also mentioned that, in order to facilitate the efficiency of meetings (especially BOD meetings) she would like to institute the policy of having corrections submitted to her via email

prior to the meeting. This would eliminate lengthy, time-consuming dictation of corrections. Hanna stated that this was workable as long as the process is public. Wheeler stated that she'd discovered recently that MVCC has a gmail account and that site's document sharing provisions might be helpful in this.

8.5 Treasurer- Presented and reviewed attached report.

9. **Special Orders**-none

10. **Consent Calendar** –

10.1 [FUNDING] **Monthly Expense Report (MER)**- postponed indefinitely (Hruska/Krupkin). See Treasurer's Report.

10.2 [FUNDING] **Revisions to the FY2019-2020 Budget**- Revisions:

- 1) Storequest fee increase of \$25/month. Will require an additional \$200 (x 8 months)
- 2) Mailchimp fee increase of \$1.49/month. Will require an additional \$12 (x 8 months)*
*since original budget allocation had been higher than expected for this, no adjustment may be necessary
- 3) Need to clarify Web Corner billing discrepancy (\$150 vs 160.50/month)
- 4) Should be receiving Insurance reimbursement check for burglary for \$2800
- 5) \$900 savings from lowered Farmer's Market monthly fee should be re-allocated

Stacy Shure asked how she might obtain funding for stationary supplies for PLUM. Hanna responded that she could either buy them outright and get reimbursed or order online and he would pay via the MVCC credit card.

Motion to approve (Tilson/Hruska) Motion approved without objection

11. **Excluded Consent Items**- item 10.2 pulled and discussed as stated above.

12. **Unfinished Business and General Orders**-none

13. **New Business**-

13.1 **Committee Access to Mailchimp**- Selena Inouye reiterated her request to allow committees to have access to designing and uploading email blasts via Mailchimp. Hanna responded that he had no objections to this; he just hasn't gotten around to it. Wheeler mentioned that she'd like greater access to Mailchimp's analytics to evaluate when/how to send. Stated that it could make Outreach more efficient. Tilson stated that previous Members (Sarah Roos) used to look at the analytics, and, as it's something MVCC is paying for, we should make Use of it. Hruska mentioned that she remembered committee members being able to design email blasts, sending them for review to an Officer and the officer then sending them out. Hanna stated that having one point person from each committee for this purpose would be useful. Selena Inouye to write motion for Nov BOD.

13.2 **BOD Training**- Hanna mentioned that he's been reluctant to embark on this for fear of a chaotic process. Stated that an effective process for this is essential. Shure asked if a Handbook could be prepared. Wheeler responded that Wheeler had chosen this as one of her Outreach projects. Hruska concurred. Shure mentioned that DONE is in the process of developing such standards. Hanna mentioned that a lot of this was covered in his Welcome Packet to the new BOD in July. Inouye mentioned that training as a group might help to get everyone on the same page; also suggested topics: Team Building, Dealing With Conflicts, Decorum/Communication Tips, Parliamentary Procedures and Management Training . Suggested that training be handled by "an outsider": suggested Deborah Rothman. Added that this should also include addressing a definition of Harassment and Bullying. Hanna mentioned that the rate -limiting factor to such training is the participants' receptivity to it. Tilson mentioned that the Congress of Neighborhoods offered many such manuals/guides and suggested utilizing some of those. Hruska mentioned that each participant to such training should sign off on an

acknowledgment of it. Rubin thanked Inouye for bring this to ExFin's attention. Inouye to write motion for Nov BOD.

14. **Adjournment-meeting adjourned at 9:10 PM**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at <http://www.marvista.org> or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact secretary@marvista.org. **As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or any auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting chair@marvista.org.