



PORTER RANCH NEIGHBORHOOD COUNCIL

Special Board Meeting Minutes

Tuesday, April 16, 2014

at Shepherd of the Hills Church, 19700 Rinaldi St., Porter Ranch, CA 91326

1. **Welcome**

President Paula Cracium called the Meeting to order at 6:00 p.m.

2. **Roll Call**

Roll call was taken by Secretary Eric Nam. Ten of the 11 Board Members were present at the beginning of the Meeting and introduced themselves: Paula Cracium (President), Pat Pope (Vice-President), Sean O'Rourke (Treasurer 1), Ethan Turer (Treasurer 2), Eric Nam (Secretary), Sue Hammarlund, Alex Kim, Ashley Lee, Cindy Lee and Becky Leveque. Board Members absent: Anthony Park. The PRNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see <http://www.slideshare.net/EmpowerLA/porter-ranch-nc-bylaws>), so the Board could take such votes. All eleven Board Seats were filled. No Board Seats were vacant. Also attending: 10 Stakeholders and guests.

3. **Motion** - Secretary, Eric Nam: Motion to approve February Minutes.

Mr. Nam requested and it was agreed to WITHDRAW this Item from the Agenda. No Motion was made.

4. **Treasurer's Report -- Treasurer 1, Sean O'Rourke**

Mr. O'Rourke explained the funding and reallocations procedure. The new P-Card (Purchase Card) arrived today. A Neighborhood Purposes Grant form must be completed for community grant applications. There was discussion of CPR training through CERT (Community Emergency Response Team) and LAUSD. Mr. Kim requested and Ms. Hammarlund agreed to confirm whether LAUSD provides free CPR training. Mr. Pope "will check with [L.A. City Fire Dept. Battalion Chief] Chris Cooper" about who issues Certifications for what programs. Mr. O'Rourke was concerned that a vendor already charged the PRNC to provide CPR training.

Mr. O'Rourke reported that the cost to water trees will be much more than previously quoted (more than \$2,600 compared to more than \$300 per year). Mr. Pope suggested Agendizing it for a Meeting during the next Fiscal Year [beginning July 1st]. Mr. O'Rourke estimated that there is approximately \$2,000 in funding to allocate in May. There was discussion of t-shirt design details. Ms. Cracium noted that if the City seal is included "you would be immediately recognized" by personnel in an emergency. Mr. O'Rourke "ordered the Fire Department equipment today" [that was recently approved by the Board]. There was discussion that the PRNC will be recognized for the allocations, possibly through photos and "a letter of appreciation."

5. **Motion - Treasurer 1, Sean O'Rourke: Motion to approve budget report.**

Mr. O'Rourke recommended and the Board agreed that no Motion was needed nor approval of the budget report as he only was reviewing the report.

6. **General Information** -- President, Paula Cracium: Phone calls and Email-posting pictures or items on the Web/Facebook -- areas of responsibility.

Ms. Cracium indicated that the Board will have a Retreat, and will have a Board Training at the May [6th] Meeting. She will be unable to attend the May 6th Meeting. She explained that phone calls to the PRNC will be heard and distributed by the Secretary Eric Nam. She reminded that “we cannot “Reply All” to anything” because it will be considered a Brown Act violation. She relayed that Ron Rubine, Field Deputy for City Councilman Mitch Englander (818-882-1212; Ron.Rubine@LACity.org; www.CD12.org), wants to be copied on PRNC business. Ms. Cracium said that “we’re looking into” having website translations. Mr. O’Rourke explained software applications available to automatically translate text. He clarified that pdf files will not be translated and will remain in English. Mr. Pope mentioned that the L.A. Fire Department offered to help set up translation software. Ms. Cracium requested translation help from Korean-speaking Board Members. There was discussion to use Google’s languages list.

7. **Motion** [see below].

FUNDING MOTION (by Mr. Pope, seconded by Ms. Leveque): The Porter Ranch Neighborhood Council approves up to \$200 for new business cards for new members/positions.

DISCUSSION: Mr. Nam distributed copies of a sample card and encouraged using the City-standard design. Ms. Cracium authorized him to create “mock-ups” for each Board Member. It was determined that Mr. Kim, Ashley Lee, Cindy Lee, Ms. Leveque, Mr. Nam, Mr. Park and Mr. Turer need cards.

MOTION to CALL FOR THE QUESTION (by Ms. Cracium); there was no objection.

DISCUSSION: It was agreed to AMEND the Motion from \$200 to \$300.

FUNDING MOTION PASSED by a roll call vote of eight of the 10 eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Cindy Lee, Leveque, Nam, O’Rourke, Pope and Turer); Ashley Lee abstained due to not yet being of age (18) to vote on financial matters. [Presidents can choose whether or not to vote.]

8. **Motion** [see below].

FUNDING MOTION (by Ms. Hammarlund, seconded by Mr. Nam): The Porter Ranch Neighborhood Council repeals the approved motion to allocate the \$1,000 to Castlebay for the gym equipment per Principal Victoria Littlejohn.

FUNDING MOTION PASSED by a roll call vote of eight of the ten eligible voters present with five in favor (“Yes” or “Aye”) (Hammarlund, Leveque, O’Rourke, Pope and Turer); four abstained (Kim, Cindy Lee and Nam; Ashley Lee abstained due to not yet being of age (18) to vote on financial matters). [Presidents can choose whether or not to vote.]

9. **Motion** [see below].

FUNDING MOTION (by Ms. Hammarlund, seconded by Mr. O'Rourke): The Porter Ranch Neighborhood Council will purchase a metal storage container for Castlebay Elementary School, not to exceed \$1,000.00.

DISCUSSION: Ms. Hammarlund explained that CES Principal Victoria Littlejohn believes the container will keep items safe; "it can be locked and secured." Mr. Turer encouraged allocating more funding for the newer Porter Ranch Community School rather than for the more established CES. Ms. Hammarlund explained that more established schools may get more federal funding. There was discussion about to whom and how to allocate funding: a school, a PTA, etc.

MOTION to CALL FOR THE QUESTION (by Ms. Cracium); there was no objection.

FUNDING MOTION PASSED by a roll call vote of eight of the ten eligible voters present with seven in favor ("Yes" or "Aye") (Hammarlund, Cindy Lee, Leveque, Nam, O'Rourke, Park, Pope and Turer); one abstained (Kim). Ashley Lee abstained due to not yet being of age (18) to vote on financial matters. [Presidents can choose whether or not to vote.]

10. **Report** - Treasurer 2, Becky Leveque: Report on 4th of July- logo on the stage banner as well as on the fence line banner, a ¼ page ad in the event newspaper and also be listed on our main flyer and one opportunity to address the attendees from the stage.

Ms. Leveque explained that "around 80,000 people come into this part of the Valley just to watch the fireworks" of the Shepherd of the Hills Church July 4th Celebration.

11. **Public Comments**

Mr. Turer will be moving out of the area; September may be his last meeting. Ms. Cracium noted that Ashley Lee may become the PRNC Youth Representative. There was discussion about whether the PRNC can use voter information that City Clerk staff obtained at the PRNC [March 1st] Election for PRNC outreach. Ms. Cracium reminded to copy Agendizing requests to Mr. Pope.

12. **Future meetings** - June: ?

Board Members agreed to have a Board Retreat on Saturday, June 14th from 8:00-11:00 a.m. at Porter Valley Country Club; it will cost approximately \$800. Ms. Cracium described the Retreat's purpose, including to discuss what to include in the next Fiscal Year Budget and Strategic Plan.

13. **Motion to adjourn**

MOTION to ADJOURN (by Ms. Cracium, seconded by Mr. Turer).

MOTION PASSED without any objections.

The Meeting was adjourned at 7:00 p.m.