



(Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

							Total
A	EXPENDITURES By Line Item (Date / Item / Service Description)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
	12/3 Holiday Meeting Food	OUTREACH	Panda Express	<input type="checkbox"/>			\$471.97
	12/4 Holiday Meeting Food	OUTREACH	Panda Express	<input type="checkbox"/>			\$346.62
	12/10 Web Hosting	OUTREACH	Host Gator	<input checked="" type="checkbox"/>			\$8.95
	12/15 Email Newsletter	OUTREACH	Constant Contact	<input checked="" type="checkbox"/>			\$55.00
	12/17 Web services	OUTREACH	Moore Business Results	<input checked="" type="checkbox"/>			\$750.00
	12/22 Holiday Meeting Table Rentals	OUTREACH	All Valley Party Rental	<input type="checkbox"/>			\$315.77
	12/23 Termo Meeting Outreach	OUTREACH	Decision Publications	<input type="checkbox"/>			\$208.00
	12/31 Service Charge Union Bank	OPERATIONS	Union Bank	<input type="checkbox"/>			\$3.00
	SUBTOTAL: Expenditures by Line Item						
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$20,576.90
C	OUTSTANDING COMMITMENTS						
	C. 1. Outstanding Checks						
	C. 2. Outstanding Demand Warrants						
	C. 3. Rent/Lease						
	C. 4. Contractual Services						
	C. 5. Large Purchases						
	C. 6. Neighborhood Purpose Grants in process						
	C. 7. Temporary Staffing Services						
	C. 8. Storage						
	C. 9. Other						
	SUBTOTAL: Outstanding Commitments						
D	Total Expenditures & Commitments						\$2,159.31
E	Total Adjustments by Department						
F	Approved Budget 2013-2014						\$37,000.00
G	Balance of Budget						\$14,263.79

CASH Status Analysis							
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Undeposited Funds (C) = A - B	Cash Spent to Date (D)	Cash In-Bank Remaining Balance (E) = B - D	Uncommitted Budget Balance (F) = A - D
100	Operations	\$4,250.00	\$1,455.59	\$2,794.41	\$1,455.59		\$2,794.41
200	Outreach	\$19,208.00	\$9,808.20	\$9,399.80	\$9,808.20		\$9,399.80
300	Community Improvement	\$5,542.00	\$0.00	\$5,542.00	\$0.00		\$5,542.00
400	NPG	\$8,000.00	\$3,000.00	\$5,000.00	\$3,000.00		\$5,000.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	TOTAL						

NEIGHBORHOOD COUNCIL DECLARATION

We, Sean O'Rourke (Treasurer Name) and Armando Nunez (Signer Name), declare that we are the Treasurer and Signer, respectively of the Porter Ranch Neighborhood Council (NC) and that on 1/7/15 adopted, a Brown Act noticed public meeting was held by the Porter Ranch with a quorum of _____ (number) board members present and that by a vote of _____ (number) yes, _____ (number) no, and _____ (number) abstentions the Porter Ranch NC adopted the Monthly Expenditure Report for the month of 12 (month), 2014 (year).

Treasurer Signature		Signer's Signature	
Print Name	Sean O'Rourke	Print Name	Armando Nunez
Date	1/7/15	Date	1/7/15
NC Additional Comments			



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Page 1 of 2
Statement Number: 0063214498
11/29/14 - 12/31/14

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

PORTER RANCH NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

- Focus on running your business by outsourcing payroll administration. Union Bank offers a complete range of payroll services - including a full-service outsourced customized solution backed by local payroll specialists or a simple online solution. Go to unionbank.com/payroll, then Payroll Services.

Business Basics Checking Summary

Account Number: 0063214498

Days in statement period: 33

Balance on 11/29	\$	1,762.88
Additions		3,055.71
Subtractions		-2,159.31
Checks		-958.00
Purchases		-1,198.31
Other Withdrawals		-3.00
Balance on 12/31	\$	2,659.28
Statement Average Ledger Balance		2,656.03

Additions

Date	Description/Location	Reference	Amount
12/9	CITY OF LOS ANGE EFT PAYMT PPD *****0735	50071972	\$ 3,055.71

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5010	12/17	06003732	750.00	5012*	12/23	06033888	208.00
Total							\$ 958.00

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
12/3	PANDA EXPR 18080 CHATSWORT GRANADA HILLS CA	73362419	\$ 471.97
12/4	PANDA EXPR 18080 CHATSWORT GRANADA HILLS CA	73370707	346.62
12/10	HOSTGATOR. 5005 MITCHELLDA 08669642867 TX	73443048	8.95
12/15	CTC*CONSTA 1601 Trapelo Ro 855-2295506 MA	73476311	55.00
12/22	ALL VALLEY 10241 WOODLEY A NORTH HILLS CA	73520056	315.77
Total			\$ 1,198.31

Other Withdrawals *including fees and adjustments*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
12/31	SERVICE CHARGE WITH ONLINE STATEMENT		\$ 3.00

About Your Monthly Service Charge

You can avoid a monthly service charge in one of the following ways

- keep at least \$1,000.00 in your account at all times
- keep an average balance of at least \$3,000.00 in your checking account — your average checking balance between 11/29 and 12/31 was \$ 2,656.03
- keep a Combined Balance of at least \$5,000.00 in your combined checking, savings, time deposit and money market accounts — your Combined Balance between 11/29 and 12/31 was \$ 2,656.03

Your account was charged a monthly service charge. You may be able to avoid this charge in the future by changing to a different type of account. Call Telephone Banking at 800-238-4486 for details.

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

Store #0426
Panda Express
GRANADA HILLS, CA
(818)366-8632

12/2/2014 4:41:10 PM
Order: 282021 Server: Ashley J

1 PARTY PK 26-30 179.00
CHOWMEIN
CHOWMEIN
CHOWMEIN
CHOWMEIN
SHANGHAI ANGUS STEAK 15.00
SHANGHAI ANGUS STEAK 15.00
SHANGHAI ANGUS STEAK 15.00
SHANGHAI ANGUS STEAK 15.00
1 PARTY PK 26-30 179.00
CHOWMEIN
MXVEGGIE
MXVEGGIE
MXVEGGIE
SHANGHAI ANGUS STEAK 15.00
ORANGE CKN
ORANGE CKN
ORANGE CKN

SubTotal 433.00
TAX 38.97
Total 471.97

Master Card 471.97
Acct:XXXXXXXX3343
AuthCode:601200

Store #0426
Panda Express
GRANADA HILLS, CA
(818)366-8632

12/3/2014 2:21:14 PM
Order: 282117 Server: Silvia O

1 PARTY PK 26-30 179.00
BROWN RICE
BROWN RICE
BROWN RICE
BROWN RICE
GRILL TERIYAKI CKN
GRILL TERIYAKI CKN
GRILL TERIYAKI CKN
GRILL TERIYAKI CKN
1 PARTY PK 18-22 139.00
MXVEGGIE
MXVEGGIE
CHOWMEIN
ORANGE CKN
ORANGE CKN
ORANGE CKN
1 Party Tray 0.00
VEG SPRING ROLLS 37.00
Free Party Tray - 37.00

SubTotal 318.00
TAX 28.62
Total 346.62

Master Card 346.62
Acct:XXXXXXXX3343
AuthCode:108121

[Billing \(/billing/invoices\)](#) » [Billing History \(/billing/invoices\)](#) » [Show Invoice](#)

Invoice 36936189

Billed From		Billed To	
HostGator.com 5005 Mitchelldale Suite #100 Houston, TX 77092 United States of America (866) 964-2867		Sean O'Rourke 20260 Pienza Lane Porter Ranch, CA 91326 US 8185267044	
Invoice ID: 36936189	Due Date: 2014-12-15	Date Paid: 2014-12-10	Customer ID: 2189572

Invoice Contents

Hosting

Expanded Details

Invoice ID: 36936189	Line Item ID: 34198672	Domain: prnc.org	
Package ID: SH-2177556	Package Type: Hatchling	Service Term: \$8.95/mo - 1 Month *	\$8.95
	Coupon Code: --	Coupon Discount: --	--
Service Total:			\$8.95
Services Subtotal:			\$8.95
Amount Due:			\$8.95



[Print](#)

Billing Activity

Porter Ranch NC

Attn: Sean ORourke

PO Box 7337

Porter Ranch CA 91326-1810

US

P: 818-370-3413

Today's Date: 01/07/2015

User Name: porterranchnc

Billing Activity from 12/07/2014 to 01/07/2015

Date	Description	Charge Amount	Credit Amount
12/13/2014	Payment - Credit Card - 3343		\$55.00 USD
12/13/2014	Invoice #1418468739662	\$55.00 USD	
	Email Marketing		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



Invoice #2014 1215
Number

Date December 15, 2015

Ms. Paula Cracium
President
Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91327-7337

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi St. #7164
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Professional Fees for stakeholder communications services: website, PR, and email for December 2014.	\$750
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Total Amount Due:	\$750
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08/04/14

PORTER RANCH NC
Profit and Loss Budget Overview
July 2014 through June 2015

	<u>Jul '14 – Jun '15</u>
Income	0.00
Expense	
100 – Operations	
100EDU – Board Retreat	1,000.00
100OFF – Office Supplies	500.00
100POS – Postage	350.00
100TRL – Transcription Translat	2,400.00
	<hr/>
Total 100 – Operations	4,250.00
200 – Outreach	
200ADV – Graphics/Flyers	1,400.00
200ADV1 – Promotional Items	1,000.00
200EVE – Holiday Party	2,500.00
200EVE1 – Disaster Preparedness	500.00
200EVE2 – NC Alliance Outreach	1,500.00
200MEE – Meeting Food	1,500.00
200MEE1 – Phone Dialer	1,158.00
200NEW – Constant Contact	450.00
200WEB – prnc.org	9,000.00
200WEB1 – Web Hosting	200.00
	<hr/>
Total 200 – Outreach	19,208.00
300 – Community Improvement	
300CIP – Unallocated Community	542.00
300CIP – Trees/Watering	1,500.00
300CIP1 – LAPD	2,500.00
300CIP2 – LAFD	1,000.00
	<hr/>
Total 300 – Community Improve...	5,542.00
400 – NPG	
400GRT – Senior Dance	500.00
400GRT1 – Castlebay Elementary	2,000.00
400GRT2 – PRCS	2,000.00
400GRT3 – YMCA Thanksgiving	500.00
400GRT4 – Chatsworth Family	500.00
400GRT7 – July 4th	2,500.00
	<hr/>
Total 400 – NPG	8,000.00
	<hr/>
Total Expense	37,000.00
	<hr/>
Net Income	-37,000.00
	<hr/> <hr/>

Bill BECKY LEVEQUE
11460 DORAL AVE
PORTER RANCH, CA. 91326

For PORTER RANCH COM. SCHOOL
12450 north mason ave.
PORTER RANCH, CA 91325

Ordered by BECKY
Taken by MIRIAM 4
Referred by
Client of
Email sean.orourke@yahoo.com

Delivery 818-368-2398
Work 818-992-3355
FAX
Home SEAN
Cell 818-370-3413

Contact
Contact
Contact

Time Used Charged
Mo
Wk
1 Da
Hr

Order 93927

Page 1 of 1
At 12/18/14 10:38

Needed 12/03/14
Due Out 12/03/14
Alt. Day
Due In 12/04/14

Out 12/3/14 4:55 PM
In 12/4/14 2:04 PM

P. O. No.

Deposit

Out Qty In	Description	Ea/Hr	Day	Week	Month	Total
12	60" Round Tables		8.25			99.00
12	108" Round Linen•SILVER		11.45			137.40

Wishing you a happy and safe holiday season.

Ttl Sale

Ttl Rent 236.40
0.00

Deliver Wednesday 9AM - 1PM

Ttl Service

Pick-Up Thursday

***DO NOT DRIP CANDLE WAX ON LINENS AS IT WILL CAUSE DAMAGE AND
CUSTOMER WILL BE CHARGED FOR REPLACEMENT***
PLEASE MAKE SURE THAT LINENS ARE DRY AND FREE OF FOOD /CONFETTI
DO NOT PUT LINENS IN PLASTIC BAGS, IT MAY CAUSE MILDEW DAMAGE!

10 % Waiver	23.64
Delivery	50.00
Installation	0.00
2 % WCSC	5.73
9.00 % Tax	0.00
Total	315.77
Paid	315.77
Balance	0.00



PORTER RANCH NEIGHBORHOOD COUNCIL

General Board Meeting Minutes

Tuesday, July 8, 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 6:03 p.m.

2. Roll Call

Board Members introduced themselves: Paula Cracium (President), Pat Pope (Vice-President), Eric Nam (Secretary), Sean O'Rourke (Treasurer 1), Sue Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee and Becky Leveque. Nine of the 11 Board Members were present at the beginning of the Meeting. Board Members absent: Ethan Turer (Treasurer 2) and 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://empowerla.org/wp-content/uploads/2012/06/PorterRanchNC-Bylaws.pdf>), so the Board could take such votes. All 11 of the 11 Board Seats were filled. No Board Seats were vacant. Also attending: 32 Stakeholders and guests.

3. Minutes Approval

MOTION (by Mr. Nam, seconded by Ms. Hammarlund): The Porter Ranch Neighborhood Council approves the Minutes of its June 3, 2014 General Board Meeting as written.

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

MOTION PASSED by a roll call vote of eight of the nine eligible voters present with seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam and O'Rourke); one abstained (Pope). [Presidents/Presiding Officers can choose whether or not to vote.]

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

Mr. O'Rourke reported that the City checking account system for Neighborhood councils soon will start. He distributed and reviewed the "[PRNC] Profit and Loss Budget vs. Actual July 2014 through June 2015" and the "Monthly Expenditure Report for June" 2014. "Balance of Budget" as of June 30th was \$346.07 that the City took back. He will bring an equipment inventory list that the Board needs to approve by September 1st.

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

FUNDING MOTION (by Mr. O'Rourke, seconded by Ms. Hammarlund): the Porter Ranch Neighborhood Council approves the June 2014 Treasurer's Report as presented.

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

FUNDING MOTION PASSED unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

6. Community / Governmental Updates and Announcements

Ron Rubine, Field Deputy for L.A. City District 12 Councilman Mitch Englander (818-882-1212; Ron.Rubine@LACity.org), introduced Colin Crews, Field Deputy for L.A. City District 12 Councilman Mitch Englander (818-882-1212; Colin.Crews@LACity.org; <http://CD12.LACity.org>), who will be reporting to the PRNC. Mr. Rubine reported that the Councilman arranged to have an ambulance donated to a local group. The City Council voted to ban fracking in Los Angeles.

David Meza, SoCal Gas Co. Public Affairs Manager (213.244.4634; DMeza@semprautilities.com), announced a July 15th community meeting to update on construction progress for the Aliso Canyon Turbine Replacement Project. They are widening the access road from Sesnon and Tampa and improving the security gate. He clarified that Termo is "not on our property." The Gas Co. is outreaching through four HOA newsletters and "also going door-to-door" where it is allowed; he said "we do email blasts" as do CD12 and the County. Ms. Cracium requested and Mr. Meza agreed to help distribute maps.

Andre Hollings, Field Representative for State 38th District Assemblymember Scott Wilk, (661-286-1565; Andre.Hollings@asm.ca.gov; <https://ad38.assemblygop.com>), reported that "the State Budget was passed June 15th" and that the Assemblyman "voted against the Budget." He will relay Board Members' concerns about reduced school funding. Ms. Leveque requested and Mr. Hollings agreed to have election signs removed.

Mary Kaufman of Corral 54 gave an update was given on the proposed stoplight on Eddleston Dr. "where the trail comes out of Aliso Canyon . . . it's dangerous . . . for anybody" including equestrians and hikers; "the speed limit is 50 miles per hour." She said "the Chatsworth Neighborhood Council" has written a letter to request it." Ms. Kaufman indicated that authorities would only consider installing a four-way stoplight. Mr. Nam suggested forming an ad hoc Committee to study this. It was agreed to form the ad hoc Eddleston Dr. Committee with Mr. Nam as Chair and

Cindy Lee, Alex Kim, Anthony Park, Pat Pope, Armando Nunez and Al Cohen as members.

7. **Motion** - Becky Leveque: Motion: I move that [see the below Motion].
Ms. Leveque explained that PRCS includes a Community Room “for all of Porter Ranch” that was intended for such uses. Also, “they’re going to provide us a room to store our supplies . . . it is free.”

MOTION (by Ms. Leveque, seconded by Mr. Nam): Porter Ranch Neighborhood Council Meetings will be moved to the Community Room at Porter Ranch Community School beginning in August of 2014.

DISCUSSION: Ms. Leveque reported that the next 12 first Tuesday nights are available and “parking is not a problem.”

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

8. **Motion** - Becky Leveque: Motion: [see below].

MOTION (by Ms. Leveque, seconded by Ms. Hammarlund): The Porter Ranch Neighborhood Council monthly meetings will be held the first Wednesday night of the month beginning August 6th. That way they will not interfere with holidays, election days, Porter Ranch Basic Car meetings and the BONC meetings. The meetings will be more consistent.

DISCUSSION: Ms. Leveque reported there are few if any holidays on Wednesdays.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

9. **Motion** – Vice President, Pat Pope: Motion [see below].
[*This Agenda Item was addressed after Item #21.*] Mr. Pope described the items’ outreach use.

FUNDING MOTION (by Mr. Pope, seconded by Mr. O'Rourke): The Porter Ranch Neighborhood Council approves up to \$200 to purchase earthquake and emergency safety promotional items to be given out at the LAPD 17A23 Neighborhood Watch meetings between August, 2014 and June, 2015. The \$200 will include the cost of labeling the items Courtesy of YOUR Porter Ranch Neighborhood Council.

DISCUSSION: Mr. Pope reported that Neighborhood Watch meetings are well-attended and that the \$200 would be for the entire year's supplies from SOS Survival Products.

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

FUNDING MOTION PASSED unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

10. Motion - Secretary, Eric Nam: Motion [see below].

Mr. Nam explained the usefulness of Board Members having more time to consider Agenda Items. Ms. Cracium explained that most Motions are submitted after the draft Agenda is distributed.

MOTION (by Mr. Nam, seconded by Mr. Kim): The Porter Ranch Neighborhood Council will require any Motion or Agenda item requests to be cc'd to all NC board members, thus allowing ample time for members to formulate questions, thoughts, or comments.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

11. Motion - Secretary, Eric Nam: Motion [see below].

Mr. Nam explained that an Environmental Impact Report "may not be required unless it is urged by the community . . . Termo is the oil company." Mr. Pope said that Termo "admitted they have fracked in the hills above us." Mr. Nam volunteered to draft the letter.

MOTION (by Mr. Nam, seconded by Mr. Kim): The Porter Ranch Neighborhood Council will draft a preliminary letter to the Los Angeles County Department of Regional Planning office, and any other relevant entity, requesting an Environmental Impact Report ("EIR") be conducted on Termo Company's application to expand their Aliso Canyon oil drilling interests.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

12. Motion – Alex Kim: Motion [see below].

Ms. Cracium noted that this Item conflicts with Item #15. Mr. Kim explained that he checked with DONE and other Neighborhood Councils, who "spend about \$300 per month."

FUNDING MOTION (by Mr. Kim, seconded by Mr. Nam): The Porter Ranch Neighborhood Council will limit PRNC expenses for website management not to exceed \$300 per month.

DISCUSSION: A "Results of Communications Services Delivered" handout from Moore Business Results was distributed. Mr. Pope said "we need more outreach, not less." There was discussion of for what the funding is and could be used. PRNC Webmaster Wendy Moore of Moore Business Results showed slides and described that another website administrator provides "content that's not about you." She said she provides "desktop and mobile platforms" with "consistent branding" about "what people are looking for," including content provided that "looks like an app" without having to spend to develop one. She noted that "we have translation into 14 languages" and are being considered by DONE for a website design award. She stated that "we have a thousand people a month going to our website" and "we're getting great coverage" in other local media. She confirmed that "these articles . . . are reviewed by both Paula [Cracium] and Shawn" [O'Rourke] and indicated that they continue to request her to write and post articles and information on the website; she does not do any work that they have not asked her to do. She described communications through the website, Facebook and Twitter. It was noted that PRNC Meetings often have much higher than average attendance compared to other Neighborhood Councils' Meetings. There was extensive discussion about PRNC website management, outreach and communications effectiveness. Many Board Members and Stakeholders expressed appreciation for Ms. Moore's work. Ms. Cracium stated that "the number one responsibility of Neighborhood Councils is outreach . . . and to inform the community."

MOTION to TABLE (by Mr. Kim, seconded by Mr. Nam).

MOTION to TABLE PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

13. Motion – Alex Kim: Motion [see below].

Mr. Nam and Ms. Leveque reported that the Committee is “trying to find out” more information about Termo’s plans and operations, and possibly to request within 30 days of Termo’s Application that they submit an Environmental Impact Report [EIR].

MOTION (by Mr. Kim, seconded by Cindy Lee): The Porter Ranch Neighborhood Council will call for a Land Use Committee meeting within 30 days from July 8 at PRCS to give all Stakeholders a chance to hear from Antonovich’s office on current status of Termo application process.

DISCUSSION: There was discussion of the appropriateness of the Motion.

MOTION WITHDRAWN (by Mr. Kim and Cindy Lee).

14. Motion – Alex Kim: Motion [see below].

FUNDING MOTION (by Mr. Kim, seconded by Ms. Leveque): the Porter Ranch Neighborhood Council will provide funding up to \$1000 for flyers and other off line material to reach out to Stakeholders on the Town Hall meeting on Termo issue.

DISCUSSION: Mr. O’Rourke noted “we typically spend between \$150 and \$200” on event fliers.

AMENDED FUNDING MOTION (by Mr. Kim, seconded by Ms. Leveque): the Porter Ranch Neighborhood Council will provide funding up to \$500 for flyers and other off line material to reach out to Stakeholders on the Town Hall meeting on Termo issue, including newspapers such as the Valley Voice, the Daily News, the Daily Sundial and the North Valley Connection.

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

AMENDED FUNDING MOTION FAILED by a roll call vote of seven of the eight eligible voters present with two in favor (“Yes” or “Aye”) (Hammarlund, Nam); four opposed (“No” or “Nay”) (Kim, Leveque, O’Rourke and Pope); one abstained (Cindy Lee). [Presidents/Presiding Officers can choose whether or not to vote.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

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

ORIGINAL FUNDING MOTION PASSED by a roll call vote of all eight eligible voters present with four in favor (“Yes” or “Aye”) (Cracium, Kim, Leveque, Nam); three opposed (“No” or “Nay”) (Hammarlund, O’Rourke and Pope); one abstained (Cindy Lee). Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

15. Motion – Treasurer 1, Sean O’Rourke: Motion [see below].

FUNDING MOTION (by Mr. O’Rourke, seconded by Mr. Pope): The Porter Ranch Neighborhood Council will renew web and media relations with Moore Business Results for 2014 - 2015 year not to exceed \$9000.

DISCUSSION: Mr. O’Rourke noted that “last year her contract was \$8,000” and described advantages of working with Moore Business Results.

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

FUNDING MOTION PASSED by a roll call vote of seven of the eight eligible voters present with six in favor (“Yes” or “Aye”) (Hammarlund, Cindy Lee, Leveque, Nam, O’Rourke and Pope); one opposed (Kim). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

16. Discussion - Secretary, Eric Nam: [see the below Motion]. Also, further discussion of establishing other committees as needed.

Ms. Cracium explained how Committees can be formed according to the PRNC Bylaws. Mr. Nam added that “it’s absolutely essential to form this Committee” since a number of land use projects are happening and planned in the area.

MOTION (by Mr. Nam, seconded by Ms. Leveque): the Porter Ranch Neighborhood Council establishes a standing Land Use Committee in accordance with PRNC Bylaws Article VII.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

It was agreed that Mr. Nam will Chair the Land Use Committee.

17. Discussion – President, Paula Cracium: Approval of PRNC events

Ms. Cracium reminded that sponsorship of PRNC events first needs to be approved by the Board.

- 18. Discussion** – President, Paula Cracium: On August 6th, 2014, a Small Asphalt Repairs (SAR) truck is scheduled to be in the Porter Ranch Neighborhood Council District to perform repairs (see attached FAQ). They are requesting nominations for the program. In case of inclement weather, the work will be postponed. Mr. Nam explained this.
- 19. Update** -- President, Paula Cracium: Update on PRNC Planning Retreat. Ms. Cracium updated about this.
- 20. Sue Hammarlund introduction.**
Ms. Hammarlund introduced Deborah Wong [see below].
- 21. Special Guests:** Deborah Wong, P.E., Deputy District 7 Director, Division of maintenance will address the dying trees, watering along the 118 FWY and how they are dealing with the beetles.
Ms. Wong distributed copies of a list of “Replacement trees for Rte. 118 between Topanga Cyn. To Rte. 118/210” and reported that “around a hundred dead trees” were removed. Starting in March more will be removed and replaced with native trees. They are spending less on planting smaller rather than larger trees and are increasing reclaimed water use. They can “arrange a closure” to accommodate freeway ramp cleanups.
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Rajan Alagh, owner of the Subway sandwich store at 19300 Rinaldi St., Suite D. (818.368.4432; RajanSubway@live.com) was concerned that the gas station being constructed at the corner of Tampa and Rinaldi blocks the view of stores in that shopping center. He offered for the PRNC to put fliers in his store.
- 23. Future meetings**
Ms. Cracium noted this.
- 24. Motion to adjourn**
Ms. Cracium declared and it was agreed to ADJOURN the Meeting at 9:16 p.m.

Minutes written by DL.



July 28, 2014

Invoice: 693

Client

Porter Ranch Neighborhood Council

Advertising

Issue: August 2014

Amount Due: \$208

TOTAL AMOUNT DUE: \$208

Make Check Payable to:

Decision Publications
9401 Reseda Blvd., Ste 100
Northridge, CA 91324



PORTER RANCH NEIGHBORHOOD COUNCIL

General Board Meeting Minutes

Tuesday, July 8, 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 6:03 p.m.

2. Roll Call

Board Members introduced themselves: Paula Cracium (President), Pat Pope (Vice-President), Eric Nam (Secretary), Sean O'Rourke (Treasurer 1), Sue Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee and Becky Leveque. Nine of the 11 Board Members were present at the beginning of the Meeting. Board Members absent: Ethan Turer (Treasurer 2) and 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://empowerla.org/wp-content/uploads/2012/06/PorterRanchNC-Bylaws.pdf>), so the Board could take such votes. All 11 of the 11 Board Seats were filled. No Board Seats were vacant. Also attending: 32 Stakeholders and guests.

3. Minutes Approval

MOTION (by Mr. Nam, seconded by Ms. Hammarlund): The Porter Ranch Neighborhood Council approves the Minutes of its June 3, 2014 General Board Meeting as written.

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

MOTION PASSED by a roll call vote of eight of the nine eligible voters present with seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam and O'Rourke); one abstained (Pope). [Presidents/Presiding Officers can choose whether or not to vote.]

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

Mr. O'Rourke reported that the City checking account system for Neighborhood councils soon will start. He distributed and reviewed the "[PRNC] Profit and Loss Budget vs. Actual July 2014 through June 2015" and the "Monthly Expenditure Report for June" 2014. "Balance of Budget" as of June 30th was \$346.07 that the City took back. He will bring an equipment inventory list that the Board needs to approve by September 1st.

08/04/14

PORTER RANCH NC
Profit and Loss Budget Overview
July 2014 through June 2015

	<u>Jul '14 – Jun '15</u>
Income	0.00
Expense	
100 – Operations	
100EDU – Board Retreat	1,000.00
100OFF – Office Supplies	500.00
100POS – Postage	350.00
100TRL – Transcription Translat	2,400.00
	<hr/>
Total 100 – Operations	4,250.00
200 – Outreach	
200ADV – Graphics/Flyers	1,400.00
200ADV1 – Promotional Items	1,000.00
200EVE – Holiday Party	2,500.00
200EVE1 – Disaster Preparedness	500.00
200EVE2 – NC Alliance Outreach	1,500.00
200MEE – Meeting Food	1,500.00
200MEE1 – Phone Dialer	1,158.00
200NEW – Constant Contact	450.00
200WEB – prnc.org	9,000.00
200WEB1 – Web Hosting	200.00
	<hr/>
Total 200 – Outreach	19,208.00
300 – Community Improvement	
300CIP – Unallocated Community	542.00
300CIP – Trees/Watering	1,500.00
300CIP1 – LAPD	2,500.00
300CIP2 – LAFD	1,000.00
	<hr/>
Total 300 – Community Improve...	5,542.00
400 – NPG	
400GRT – Senior Dance	500.00
400GRT1 – Castlebay Elementary	2,000.00
400GRT2 – PRCS	2,000.00
400GRT3 – YMCA Thanksgiving	500.00
400GRT4 – Chatsworth Family	500.00
400GRT7 – July 4th	2,500.00
	<hr/>
Total 400 – NPG	8,000.00
	<hr/>
Total Expense	37,000.00
	<hr/>
Net Income	-37,000.00
	<hr/> <hr/>

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

FUNDING MOTION (by Mr. O'Rourke, seconded by Ms. Hammarlund): the Porter Ranch Neighborhood Council approves the June 2014 Treasurer's Report as presented.

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

FUNDING MOTION PASSED unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

6. Community / Governmental Updates and Announcements

Ron Rubine, Field Deputy for L.A. City District 12 Councilman Mitch Englander (818-882-1212; Ron.Rubine@LACity.org), introduced Colin Crews, Field Deputy for L.A. City District 12 Councilman Mitch Englander (818-882-1212; Colin.Crews@LACity.org; <http://CD12.LACity.org>), who will be reporting to the PRNC. Mr. Rubine reported that the Councilman arranged to have an ambulance donated to a local group. The City Council voted to ban fracking in Los Angeles.

David Meza, SoCal Gas Co. Public Affairs Manager (213.244.4634; DMeza@semprautilities.com), announced a July 15th community meeting to update on construction progress for the Aliso Canyon Turbine Replacement Project. They are widening the access road from Sesnon and Tampa and improving the security gate. He clarified that Termo is "not on our property." The Gas Co. is outreaching through four HOA newsletters and "also going door-to-door" where it is allowed; he said "we do email blasts" as do CD12 and the County. Ms. Cracium requested and Mr. Meza agreed to help distribute maps.

Andre Hollings, Field Representative for State 38th District Assemblymember Scott Wilk, (661-286-1565; Andre.Hollings@asm.ca.gov; <https://ad38.assemblygop.com>), reported that "the State Budget was passed June 15th" and that the Assemblyman "voted against the Budget." He will relay Board Members' concerns about reduced school funding. Ms. Leveque requested and Mr. Hollings agreed to have election signs removed.

Mary Kaufman of Corral 54 gave an update was given on the proposed stoplight on Eddleston Dr. "where the trail comes out of Aliso Canyon . . . it's dangerous . . . for anybody" including equestrians and hikers; "the speed limit is 50 miles per hour." She said "the Chatsworth Neighborhood Council" has written a letter to request it." Ms. Kaufman indicated that authorities would only consider installing a four-way stoplight. Mr. Nam suggested forming an ad hoc Committee to study this. It was agreed to form the ad hoc Eddleston Dr. Committee with Mr. Nam as Chair and

Cindy Lee, Alex Kim, Anthony Park, Pat Pope, Armando Nunez and Al Cohen as members.

7. **Motion** - Becky Leveque: Motion: I move that [see the below Motion].
Ms. Leveque explained that PRCS includes a Community Room “for all of Porter Ranch” that was intended for such uses. Also, “they’re going to provide us a room to store our supplies . . . it is free.”

MOTION (by Ms. Leveque, seconded by Mr. Nam): Porter Ranch Neighborhood Council Meetings will be moved to the Community Room at Porter Ranch Community School beginning in August of 2014.

DISCUSSION: Ms. Leveque reported that the next 12 first Tuesday nights are available and “parking is not a problem.”

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

8. **Motion** - Becky Leveque: Motion: [see below].

MOTION (by Ms. Leveque, seconded by Ms. Hammarlund): The Porter Ranch Neighborhood Council monthly meetings will be held the first Wednesday night of the month beginning August 6th. That way they will not interfere with holidays, election days, Porter Ranch Basic Car meetings and the BONC meetings. The meetings will be more consistent.

DISCUSSION: Ms. Leveque reported there are few if any holidays on Wednesdays.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

9. **Motion** – Vice President, Pat Pope: Motion [see below].
[*This Agenda Item was addressed after Item #21.*] Mr. Pope described the items’ outreach use.

FUNDING MOTION (by Mr. Pope, seconded by Mr. O'Rourke): The Porter Ranch Neighborhood Council approves up to \$200 to purchase earthquake and emergency safety promotional items to be given out at the LAPD 17A23 Neighborhood Watch meetings between August, 2014 and June, 2015. The \$200 will include the cost of labeling the items Courtesy of YOUR Porter Ranch Neighborhood Council.

DISCUSSION: Mr. Pope reported that Neighborhood Watch meetings are well-attended and that the \$200 would be for the entire year's supplies from SOS Survival Products.

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

FUNDING MOTION PASSED unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

10. Motion - Secretary, Eric Nam: Motion [see below].

Mr. Nam explained the usefulness of Board Members having more time to consider Agenda Items. Ms. Cracium explained that most Motions are submitted after the draft Agenda is distributed.

MOTION (by Mr. Nam, seconded by Mr. Kim): The Porter Ranch Neighborhood Council will require any Motion or Agenda item requests to be cc'd to all NC board members, thus allowing ample time for members to formulate questions, thoughts, or comments.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

11. Motion - Secretary, Eric Nam: Motion [see below].

Mr. Nam explained that an Environmental Impact Report "may not be required unless it is urged by the community . . . Termo is the oil company." Mr. Pope said that Termo "admitted they have fracked in the hills above us." Mr. Nam volunteered to draft the letter.

MOTION (by Mr. Nam, seconded by Mr. Kim): The Porter Ranch Neighborhood Council will draft a preliminary letter to the Los Angeles County Department of Regional Planning office, and any other relevant entity, requesting an Environmental Impact Report ("EIR") be conducted on Termo Company's application to expand their Aliso Canyon oil drilling interests.

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

MOTION PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O'Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

12. Motion – Alex Kim: Motion [see below].

Ms. Cracium noted that this Item conflicts with Item #15. Mr. Kim explained that he checked with DONE and other Neighborhood Councils, who "spend about \$300 per month."

FUNDING MOTION (by Mr. Kim, seconded by Mr. Nam): The Porter Ranch Neighborhood Council will limit PRNC expenses for website management not to exceed \$300 per month.

DISCUSSION: A "Results of Communications Services Delivered" handout from Moore Business Results was distributed. Mr. Pope said "we need more outreach, not less." There was discussion of for what the funding is and could be used. PRNC Webmaster Wendy Moore of Moore Business Results showed slides and described that another website administrator provides "content that's not about you." She said she provides "desktop and mobile platforms" with "consistent branding" about "what people are looking for," including content provided that "looks like an app" without having to spend to develop one. She noted that "we have translation into 14 languages" and are being considered by DONE for a website design award. She stated that "we have a thousand people a month going to our website" and "we're getting great coverage" in other local media. She confirmed that "these articles . . . are reviewed by both Paula [Cracium] and Shawn" [O'Rourke] and indicated that they continue to request her to write and post articles and information on the website; she does not do any work that they have not asked her to do. She described communications through the website, Facebook and Twitter. It was noted that PRNC Meetings often have much higher than average attendance compared to other Neighborhood Councils' Meetings. There was extensive discussion about PRNC website management, outreach and communications effectiveness. Many Board Members and Stakeholders expressed appreciation for Ms. Moore's work. Ms. Cracium stated that "the number one responsibility of Neighborhood Councils is outreach . . . and to inform the community."

MOTION to TABLE (by Mr. Kim, seconded by Mr. Nam).

MOTION to TABLE PASSED unanimously by a roll call vote of eight of the nine eligible voters present with all eight in favor (“Yes” or “Aye”) (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O’Rourke and Pope). [Presidents/Presiding Officers can choose whether or not to vote; if they don’t a vote can still be unanimous.]

13. Motion – Alex Kim: Motion [see below].

Mr. Nam and Ms. Leveque reported that the Committee is “trying to find out” more information about Termo’s plans and operations, and possibly to request within 30 days of Termo’s Application that they submit an Environmental Impact Report [EIR].

MOTION (by Mr. Kim, seconded by Cindy Lee): The Porter Ranch Neighborhood Council will call for a Land Use Committee meeting within 30 days from July 8 at PRCS to give all Stakeholders a chance to hear from Antonovich’s office on current status of Termo application process.

DISCUSSION: There was discussion of the appropriateness of the Motion.

MOTION WITHDRAWN (by Mr. Kim and Cindy Lee).

14. Motion – Alex Kim: Motion [see below].

FUNDING MOTION (by Mr. Kim, seconded by Ms. Leveque): the Porter Ranch Neighborhood Council will provide funding up to \$1000 for flyers and other off line material to reach out to Stakeholders on the Town Hall meeting on Termo issue.

DISCUSSION: Mr. O’Rourke noted “we typically spend between \$150 and \$200” on event fliers.

AMENDED FUNDING MOTION (by Mr. Kim, seconded by Ms. Leveque): the Porter Ranch Neighborhood Council will provide funding up to \$500 for flyers and other off line material to reach out to Stakeholders on the Town Hall meeting on Termo issue, including newspapers such as the Valley Voice, the Daily News, the Daily Sundial and the North Valley Connection.

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

AMENDED FUNDING MOTION FAILED by a roll call vote of seven of the eight eligible voters present with two in favor (“Yes” or “Aye”) (Hammarlund, Nam); four opposed (“No” or “Nay”) (Kim, Leveque, O’Rourke and Pope); one abstained (Cindy Lee). [Presidents/Presiding Officers can choose whether or not to vote.] Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

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

ORIGINAL FUNDING MOTION PASSED by a roll call vote of all eight eligible voters present with four in favor (“Yes” or “Aye”) (Cracium, Kim, Leveque, Nam); three opposed (“No” or “Nay”) (Hammarlund, O’Rourke and Pope); one abstained (Cindy Lee). Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

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It was agreed that Mr. Nam will Chair the Land Use Committee.

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