

Notice of Executive Committee Meeting Minutes and Agenda
 Monday, 23rd November 23rd, 2020 @ 7pm
 Zoom Meeting Online or By Telephone
 Dial (669)900-6833 to Join the Meeting
 Then Enter This Webinar ID: 91018919788 and Press #

DRAFT AGENDA

(Abstentions are neither in favor nor in opposition)

1. Welcome, Call to Order, & Roll Call

Time: 7:09

Present: Estrella, Jeannie, Emily, Robert

Not Present: N/A

2. Discussion and possible action to approve the HHPNC Executive Committee Meeting Agenda. **Estrella goes over the agenda stating new item is item number #8. Item #7 will be a standing item referring to the agenda format.**

Public Comment: None

Robert motions to approve the HHPNC Executive Committee Agenda Emily seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Emily A.	x					
Robert	x					
Total	4	0	0	0	0	0

Motion carries.

3. Discussion and possible action to approve the Minutes of the HHPNC Executive Committee Meeting held on October 29th, 2020.

Public Comment: None

Estrella moves to approve the minutes of the HHPNC Executive Committee Meeting held on October 29th, 2020 Robert seconds motion.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Emily A.	x					
Robert	x					

Total	4	0	0	0	0	0
-------	---	---	---	---	---	---

Motion carries.

4. General Public Comment on Non-Agenda Items - Comments from the public on non-agenda items within the Board's jurisdiction (Limited to 10 min, max 2 min per speaker).

Public Comment: Steve Crouch: The food distribution and how it would have been a good idea to put it on the website. For example, on the TOP of the webpage like list several important items like on a Banner. Where to get food etc. especially during this time.

5. Chair's Report: Share drive, google drive, HHPNC files should have access. The board can access files just not create new ones in the drive. CIS page is in the works. Homepage. Kristina and Mary P. are working on that with like a resource tab and or page. Contact Mary P. about that. I did start an ADHOC election committee. 5 members do not have to follow the Brown act. Candidate and Election awareness. We have a lot of work do to and stay engaged. It is an exciting time. Weekly newsletter any suggestions? Lots of information for the board members, action items, please look at it. Let help the newsletter be progress of the board. We need drive file convention systems. No applicants for the 1st VP and 1 At Large Director. Application ends the 28th. Please promote it. Storage key we have two keys, Jeannie said 2 keys? Robert says that he has one key and the printer and Estrella stated that when she was at the storage this weekend, she located another printer. There are 3 keys and two printers. Estrella stated that she called Robert and Robert said you called, He said I'm sorry I did not know you called. Estrella stated it's ok.

Public Comment: none

6. Discussion and possible motion to update, add, or edit responsibilities and duties of executive committee officers as detailed on the supporting document, (see supporting material), (5 min)

Estrella welcomed Emily A. to the committee and the purpose of the meeting. Hoping ti set agenda and to continue to go over the roles and duties of the committee members.

Public Comment: None

7. Discussion and possible motion regarding agenda format options for general board meetings, considering agenda examples from other Neighborhood Councils, (see supporting material) (5 min). **Agenda: The difference in the agenda, how did it go? How can I improve it? We looked at different agendas from other NC's across the City. One thing that came up was committee reports. Jeannie it took 2 hours to get through to number 8. Estrella stated that we heard a lot of good info, feedback from others. Committee reports, website, info to the public are the questions surrounding the committee reports and if they should be done in the end of the agenda or remain in the beginning. Plus, issues with supporting documents deadline. Maybe the chairs can send items to the webpage, or social media, Jeannie says maybe sending items in bullet points to help the meeting go faster. It could cut down the time. Robert commented on the improved engagement with the community allowed fro by the new agenda. But it does create more time away from the action items on agenda. Emily stated that she felt the rhythm of the meeting was better. Jeannie suggested to take off committee items that did not meet due to quorum. Estrella stated that would need to stay as template and Robert agreed. Robert did make a comment about saving time in terms of not having a special meeting even though many items were tabled, as a result maybe some things can be streamlined. Estrella agreed and stated she is still learning about management of items and time can be cut off by not putting on the agenda things that do not need to be voted on.**

Estrella responded to Steve and stated that this can be taking into consideration. Jeannie stated that it could make another feel uncomfortable.

Public Comment: Steven Crouch: prior board item submission, who did it? The ability to know who submitted was taken away and with no reason, there was no discussion.

Emily A moves to approve changes to the agenda format by adding the names of the board member who submitted action item Estrella seconds the motion.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Emily A.	x					
Robert	x					
Total	4	0	0	0	0	0

Motion carries.

8. Discussion and possible motion regarding methods for submission of concerns, feedback, ideas, and suggestions to the NC, considering research done prior and examples from other NCs. Committee members are encouraged to bring proposals to the discussion (see supporting material) (15 min)

Estrella states that she would like to propose or discuss how members of the community can reach the board. At present the email from the community get sent to info@HP and the secretary sends them out. We need a way to compile list of situations or complaints. Robert asked like an agenda request not email? Estrella brought form that other NCs are using. Robert asked about the workflow of the item. Estrella stated it would be like documentation of public concerns. Example the police officer and email that can get lost. Jeannie mentioned graffiti apps that citizens can use, Appt to locate graffiti on sidewalks, or tree issues etc. Com stats to track matters. Estrella asked about 311 and com stats. Emily states this would be a great tool to use, Jeannie stated let's take this to the board and Estrella says ok lets do it. Estrella stated that for now she will create a google form for the website and see how it goes and evaluate in the next few weeks.

Public Comment: none

Estrella moves to approve the method of submissions to the NC Emily seconds the motion.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Emily A.	x					
Robert	x					
Total	4	0	0	0	0	0

Motion carries.

9. Discussion and possible motion to approve special meetings for trainings with DONE for 30 minutes prior to general board meeting for the next three months and approval of order of topics. Executive committee members are encouraged to bring high priority training topics to the discussion (5 min).

Estrella mentions that for the next 3 months there maybe a special meeting from 6:30 to 7:00 30 mins prior to Board meeting. It would be hosted by DONE with John Darnell. The topics would be the 1. By laws. 2. Brown act 3. Robert rules of order. Emily A. stated that it would be great if she could talk about finance. Help the board to ear mark what things to look for for funding. Estrella says good idea since funding affects all committees. Mabey the City Clerk, or John to help resolve the misconceptions around money. Jeannie stated it could also be good for Outreach. Ways to shorten our meeting. Meetings should be more action items. Estrella asked ok one hour or 30 min for this, the consensus is 30 min before meeting. December finance, Jan RROO and Feb by laws. Jeannie stated that we don't need RROO. Estrella stated that she is not sure whether this is a city order. Motion, agenda, vote waiting for motion to be called. We need to vote on every item because of the zoom medium. All changes due to the pandemic.

Public Comment: None

10. Discussion and possible action to review and prioritize agenda items submitted for the next HHPNC Regular Board Meeting (see supporting material) (30 min)

Estrella gives Emily information about the item on the agenda and the process of prioritization. Anything from prior meeting goes first. Then Finances then time sensitive issues. Red hold, green go and yellow we will come back too. Going over back agenda items, Emily says venders and needing to be more specific with agenda item, Covid signs Robert stated that we ought to wait to get a vender before posting item, Jeannie I agree. Estrella asked if we have the finances? Emily stated yes there is money to spend, Election ADHOC committee and money for elections. Workshops items, CIS letters, Emily A. maybe allocating money for everytable one time a month. Outreach, Showers form the homeless, Sasha. NPG discussion Burbank middles school, approved invoices. Estrella and the anti-oppression, what to do about it. Jeannie stated as a board we need more information, as a board LGBTQ + issues, let approve this one. Motion to approve this one.

Public Comment: Joan Potter, spoke about NPG from uptown, complications, around and the likelihood it will not be approved.

Robert motions to approve the agenda prioritization Jeannie seconds the motion.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Emily A.	x					
Robert	x					
Total	4	0	0	0	0	0

Motion carries.

11. **Discussion/motion:** Discussion and possible motion regarding December Executive Meeting dates. (5 min). **next meeting will 12-17-20**

Public Comment: None

12. New Business: none

Public Comment: none

13. Adjournment:

Public Comment: None

Jeannie motions to adjourn the meeting at 9:23 pm Robert seconds the motion.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Estrella	x					
Jeannie	x					
Emily A.	x					
Robert	x					
Total	4	0	0	0	0	0

Motion carries.