



## CHATSWORTH NEIGHBORHOOD COUNCIL

P.O. Box 3395, Chatsworth, CA 91313-3395

Voice: (818) 464-3511 Fax: (818) 464-3585

<http://chatsworthcouncil.org>



**Andre van der Valk, President · Judith Daniels, Vice President · Vicki Briskman, Treasurer · Carol Lucas, Secretary**

Dorothy Allison · Kamesh Aysola · Jelena Csanyi · Diana Dixon-Davis · Jeff Hammond · Daniel Huffman · Mary Kaufman

Chuck Knolls · Scott Munson · Richard Nadel · George Nelson · Erik Pampalone · Linda Ross · Linda van der Valk

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Jim Van Gundy · Lucie Volotzky · Matt Weintraub

1. Welcome to the June 15, 2013 CNC Board Retreat, 8:30 am to 12:30 pm. Location: Radisson Hotel, 9777 Topanga Boulevard, Chatsworth, CA 91311.
2. Andre opened the meeting with brief discussions on the following topics:
  - 2014 CNC Election. Judi will offer alternatives.
  - Many successes: DOTH, CERT, COLT. Councilman Englander recognizes the events.
  - Budget of \$37,500 with \$35,000 spent. CNC needs to maximize efforts in working together to manage and utilize the funds. Vicki added we need to vote on the global budget. One item, elections, will remain at \$1500. The previous election was under \$1000. We are able to spend less and realize more votes than other NC's. Jelena asked about the line item, "Office Supplies and Equipment." Vicki stated it also includes printing toner. Richard discussed the merits of buying a used copier and service rather than leasing. Erik asked if these were guidelines or locked funds. Vicki replied the funds can be moved with a Board vote.
  - **Board Motion:** Vicki moves to accept the \$1500 Election Budget. Second: Richard Nadel. **Unanimous (16 for).**
  - Key issues and efforts last year: Chatsworth Park South, Rocketdyne, Chatsworth Nature Preserve, development north of the 118 along the Chatsworth/Porter Ranch boundary, efforts to maintain large properties, adherence to the Specific Plan along BID to maintain the community style, DRB actions, Shops at West End Artwalk, Community Room and lease.
  - Last Year's Objectives: Improve Chatsworth's business environment, rural environment, CNC's By-Laws, CNC website, and utilize strategic partnerships.
  - Andre will put together the Strategic Plan as part of the budget. Judi commented the Strategic Plan must be included with the budget approval. The deadline is July 1, 2013.
3. Budget 2013 - 2014  
**Motion:** Vicki moves to amend the budget to include the emergency fund for \$1000, as approved by at least one board officer. Seconded by Linda van der Valk. Unanimous.
4. Second signature for the treasurer as required by DONE  
Second person will have Debit card and account at Wells Fargo  
**Discussion:**  
Normal budget would be what the NC spends on a monthly basis. EX: If you spend \$3000 a month on a regular basis, then you can use that as a baseline for your monthly spend.



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Any additional spending must be submitted to DONE on a monthly basis.

VOTE: Richard Nominates Dorothy to be the Second. Mary Seconds. Unanimous.

**EMPowerLA:** All board members voting on funding issues must have ethics training and Funding Program Workshop between now and September 1st. Treasurers and Second Signatures must complete Funding Program Workshop training by July 6th.

5. Strategic Plan as required by DONE before receiving funding

VISION:

CNC Funding has been secondary to our overall vision - To preserve Chatsworth Rural Lifestyle and preserve our rich heritage and many cultural destination points. The budget is designed on historic expenditures.

GOALS:

- 1) Streamline purchase process/priorities
- 2) Process for budgeting large projects early in the year
- 3) Maintain budget guidelines
- 4) Sign depot lease
- 5) Spend money early
- 6) Create emergency fund of \$1000
- 7) Continue all committee initiatives

SOLUTIONS:

- Prioritize large expenditures
- Submit request on timely basis
- Focus on cultural monuments in Chatsworth
- Capitalize on volunteer's strengths
- Streamline/understand new budget guidelines

**Motion:** Vicki moves to approve Strategic Plan, as presented by Andre. Seconded by Mary. Unanimous

**Discussion:** Add all the committees as a line item in the strategic plan.

6. Discussion of projects for 2013 - 2014

- a. A stakeholder request of expenditures over \$900.00, include a requirement that there be at least 2 telephone bids with written documentation

**Discussion:**

Should we add an expenditure requirement? Possible use of notes on DONE form was suggested to provide additional bids. Possible posting in minutes from



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the committee. Should there be a purchasing agent?

- b. Discussion to set aside an emergency fund Mary Kaufman

Motion: To set aside an emergency fund to \$500.

### **Discussion:**

*Ideas:* Every committee donates from their funds. If it has not been spent by March, it can go back into the committee funds. Create an emergency budget that can be donated from the committees after the fact. Leave emergency fund in administrative. Put it in the budget on an ongoing basis. Put it between \$500 - \$1500. Dorothy, as the Second Signature, would be the designated person responsible for spending the emergency funds, as necessary.

### OPEN DISCUSSION

#### **Santa Susana Mountain Association - Rocketdyne Park (NASA Property)**

*Scott:* Bob Dager has presented VANC requesting signatures to change the Rocketdyne area to a park. Must be cleaned first.

#### **Spending**

*Judi:* We are irresponsible about how do spending. We wait until the last minute. The board needs to spend earlier in the year by budgeting and planning.

*Andre:* ½ of spending was done in the fourth quarter.

*Group:* Everyone should come to the next meeting with a set of projects that could be taken on by the committees.

#### **Elections**

Instead of having an election, we can opt change our bylaws to a Selection process (not an Election). We could have a Selection yearly, and stagger the Selection process. We would have no support from the city. We would have to have an IEA-type person (independent) to oversee the process of the Selection. There will be some minimum requirements. There is a timeline to be followed as part of the process. There has to have appropriate outreach, looking for candidates and stakeholders to vote. There may be a smaller turnout than in the past.

The biggest difference: Selection is done in a Brown Act notified meeting. A public meeting, with no secret ballot. Everyone raises their hand or we have a ballot with the person's name on it.



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Turnout would go down because people would not come throughout the day. It would mean people would have to be at the meeting to vote.

You have to control “when” the Selection is through your bylaws.

Must be voted on in August or September.

Judi volunteered to find out more about the Selection process.

Email to Judi regarding questions about the Selection process. If there other stakeholders that would like to provide input, please let them know.

Minutes submitted by Erik Pampalone and Carol Lucas.



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## Attendees

Glen Bailey	(818) 814-6362
Clara Woll	(818) 773-9655
Richard Nadel	(818) 802-5236
Jim Van Gundy	(818) 718-2819
Carol Lucas	(818) 359-2556
Jelena Csanyi	
Bea Berman	(818) 341-5449
Mary Kaufman	(818) 326-5772
Dorothy Allison	(818) 727-0956
Linda van der Valk	(818) 882-3661
Matt Weintraub	(818) 709-0051
Judith Daniels	
Saul Daniels	saul@patch.com
Chuck Knolls	(818) 571-4828
Jeff Hammond	(805) 815-1523
Pastor George Nelson	(m) (951) 533-7176 (main) (818) 436-0708
Lucie Volotzky	(818) 427-4840
Scott Munson	(818) 882-3203
Mary Armewteros	(818) 891-2414
Erik Pampalone	(818) 633-3745
Diana Dixon-Davis	(818) 341-4242



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