

ARROYO SECO  
NEIGHBORHOOD COUNCIL  
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# City of Los Angeles CALIFORNIA

c/o EmpowerLA - DONE  
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## OFFICERS

Martha F. Benedict  
PRESIDENT

Jack Fong  
VICE-PRESIDENT

Valerie Harragin  
SECRETARY

Andrew Ptashnik  
TREASURER

Ariel Van Zandweghe  
REGISTRAR



## GEOGRAPHICAL REPRESENTATIVES

Andrea Moran, Hermon  
Judy Shane, Hermon  
Martha Benedict, Montecito Heights  
Roy Payan, Montecito Heights  
vacant, Monterey Hills  
Darius Adle, Monterey Hills  
Valerie Harragin, Mount Washington  
vacant, Mount Washington  
Andrea Jayasekera, Mount Washington  
Andrew Ptashnik, Mount Washington  
Joseph Riser, Sycamore Grove  
Sergio Vidal-Echeverria, Sycamore Grove

## AT LARGE REPRESENTATIVES

Teresa "Teri" Bonsell, At Large  
Jack Fong, At Large  
Terry Saltzman, Community Non-Profits  
Brittany Wolfson, Education & Youth  
Nina Zippay, Environment  
Margaret Barto, Faith-based Organizations  
Annie Sakamoto, Healthcare & Seniors  
Ariel Van Zandweghe, Recreation, Culture, & Arts  
Alfred Buhler, Retail, Wholesale, & Service

## ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)

### MEETING OF THE BOARD OF REPRESENTATIVES

Monday May 20, 2013 · 7pm · Ramona Hall, 4580 North Figueroa Street, Los Angeles, CA 90065

## AGENDA

Documents related to this agenda may viewed at <http://www.asnc.us/2013-archives/05-May/0513archives.htm>

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, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll-free at 311.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Board in advance of a meeting, may be viewed at the Neighborhood Council meeting or on the Neighborhood Council website by clicking or visiting [www.asnc.us](http://www.asnc.us).

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551. Traducción al español disponible en esta reunión

- 1. CALL TO ORDER AND ROLL CALL**
- 2. WELCOME AND INTRODUCTORY REMARKS** (1 min.) ASNC President Martha Benedict
- 3. APPROVAL OF MINUTES** (Valerie Harragin, 5 min.) [*For discussion and possible action*]  
**MOTION:** The ASNC Board approves the minutes of the April 22, 2013 ASNC Board meeting.
- 4. GENERAL PUBLIC COMMENT** The public may provide comments to the board on non-agenda items within the Neighborhood Councils subject matter jurisdiction. However, please note that under the Brown Act, the board is prevented from acting on the issue you bring to its attention until the matter is agendized for discussion at a future public meeting. (Limited to 1 minute per speaker.)
- 5. COMMENTS FROM PUBLIC OFFICIALS OR THEIR REPRESENTATIVES** (5 min.)
- 6. FILLING BOARD VACANCY** (5 min.) Christine Pierron of Mt. Washington has volunteered to fill the vacant Mt. Washington Representative seat. She will make a statement and answer questions from the Board.  
**MOTION:** The ASNC shall select Christine Pierron to fill the board vacancy of Mt. Washington representative.
- 7. RESIGNATION OF JACK FONG** (Martha Benedict, 5 min.) Receive and file resignation letter from Jack Fong. Declare Board seat vacant and assign the Rules & Election Committee to determine runner up and contact them to see if they will serve the remainder of the term. Report back to the Board next month at the June 24 meeting.
- 8. RECONSIDERATION OF MOTION FROM APRIL 22, 2013 MEETING** (Nina Zippay, 5 min.)  
On April 22 the ASNC board approved the motion, "The ASNC Board supports the Mt. Washington Homeowners Alliance regarding public safety issues regarding the 6-unit condominium unit project at Avenue 45 and Marmion Way." **MOTION:** The ASNC Board shall reconsider its April 22 vote. (Requires a two-thirds vote of the Board.)

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ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)  
Board of Representatives Agenda, Page 2  
MAY 20, 2013 • RAMONA HALL COMMUNITY CENTER

9. **TREASURER'S REPORT** (Treasurer Andrew Ptashnik, 5 min.) MOTION: The ASNC Board Board approves the report on expenditures and purchase card transactions since April 1.
10. **BYLAWS AMENDMENTS** (Rules & Elections Committee)  
Third and final reading of proposed amendments to the ASNC Bylaws as recommended by the Rules and Elections Committee. New text is underlined type.  
MOTION: The ASNC Board makes the following Amendments to its Bylaws.

**ARTICLE V. GOVERNING BOARD**

SECTION 4: TERMS AND TERM LIMITS

- A. ~~Geographic Representatives shall serve a term of two (2) years or until their successors take office. No Geographic Representative shall serve more than two (2) consecutive terms.~~
- B. ~~At Large Representatives shall serve a term of two (2) years or until their successors take office. No At Large Representative shall serve more than two (2) consecutive two (2) year terms.~~

No ASNC Board of Representatives member shall serve more than two (2) consecutive two (2) year terms. Individuals having served the maximum two consecutive terms in any position are not eligible to run for election or be appointed by the ASNC Board of Representatives to fill a Board vacancy for two years after the completion of their maximum term.

SECTION 8: CENSURE

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The ASNC Board of Representatives can take action to publicly reprimand a Board member for actions conducted in the course of ASNC business by censuring the Board member at an ASNC Board of Representatives meeting. Censures shall be placed on the agenda for discussion and action.

**ARTICLE VII. COMMITTEES AND THEIR DUTIES**

All committees shall be composed of both Board and non-Board members. The following Standing Committees shall be established.

SECTION 1: STANDING

- A. **Rules and Elections Committee.** The Rules and Elections Committee shall be chaired by the Vice President. The Rules and Elections Committee shall propose bylaws amendments and standing rules as necessary. The Rules and Elections Committee shall organize and administer ASNC elections selections. ~~The committee shall prepare all elections materials and shall provide them to the Communications and Outreach Committee for distribution. General Elections shall be administered by a separate Ad Hoc Committee consisting of non-candidates.~~
- B. **Budget and Finance Committee.** The Budget and Finance Committee shall be chaired by the Treasurer. ~~This committee including the system of financial accountability as required by the Department.~~ The committee shall be responsible for the oversight and administration of all ASNC financial matters and shall present a proposed budget for Board approval on an annual basis. Extraordinary obligations amending the budget shall be approved by the Board.
- C. **Communications and Outreach Committee.** The Communications and Outreach Committee shall be chaired by the Registrar. The Communications and Outreach Committee shall ~~communicate with all ASNC Stakeholders in accordance with the Brown Act.~~ be charged with all outreach efforts to stakeholders in all neighborhoods within the ASNC boundaries. Outreach will include regular distribution of flyers and agenda notifications in public places and local newspapers, announcements by email ~~to addresses provided at registration,~~ and, subject to budget limitation, timely mailings to members, publication of a newsletter and maintenance of a website. The Communications and Outreach Committee shall maintain the Stakeholder roster to enable the ASNC to carry out all organizational functions specified in these Bylaws. The Communications and Outreach Committee shall report periodically to the Board as to the demographic composition of the Stakeholders.
- D. **Local Issues Committee.** (no changes)

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**ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)**  
**Board of Representatives Agenda, Page 3**  
**MAY 20, 2013 • RAMONA HALL COMMUNITY CENTER**

**E. Planning & Land Use Committee.** The Planning and Land Use Committee shall review, take public input, report on and make recommendations of actions to the Board of Representatives on any land use and planning issues affecting the community. The Planning and Land Use Committee's recommendations to the Board of Representatives shall be in the form of a written report, which shall include a project description, pros and cons, a summary of community input and any Planning and Land Use Committee findings.

**F. Health, Public Safety and Welfare Committee.** The Health, Public Safety and Welfare Committee shall monitor and advise the Board of Representatives on law enforcement, quality of life, emergency preparedness, issues related to seniors, health and animal welfare.

**G. Education and Youth Committee.** The Education and Youth Committee shall monitor and advise the Board of Representatives on issues related to schools, education and youth.

**H. Recreation, Culture and the Arts.** The Recreation, Culture and the Arts Committee shall monitor and advise on issues related to recreational, cultural and art institutions and activities.

**SECTION 2: AD HOC**

Ad Hoc Committees may be established as deemed appropriate by the Board of Representatives. Ad hoc committees may only be formed to address a specific task, existing until the task is completed as expeditiously as possible, or for no more than one year, or upon the seating of a new Board of Representatives, which ever occurs first. The Board of Representatives may dissolve an ad hoc committee at its discretion by a simple majority vote at any time. Ad Hoc Committee chairs are appointed by the President, subject to veto by a majority of the entire Board of Representatives.

**ARTICLE XIII. AMENDMENTS**

~~Any Stakeholder, or an ad hoc committee, may submit to the Board in writing a proposed amendment to the Bylaws. The proposed amendment shall be read at the next two (2) regular meetings and may be approved at the following regular meeting by a two-thirds (2/3) vote of the members present. Amendment of the Bylaws is subject to approval by the Department.~~

Any stakeholder, Board of Representatives member, or ASNC committee may submit a proposed amendment to these bylaws to the Chair of the Rules and Elections Committee. The Rules and Elections Committee shall hear the proposed amendment within thirty (30) days and shall agendize their recommendations at the next ASNC Board of Representatives meeting. The proposed amendment shall be read at this meeting and may be approved at the following Regular meeting by a two-thirds (2/3) vote of the members present. Amendments to the bylaws are subject to approval by the Department of Neighborhood Empowerment.

**ARTICLE XIV. COMPLIANCE**

**SECTION 1: CIVILITY**

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The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner, adhering to the Code of Civility adopted by the Department of Neighborhood Empowerment.

**SECTION 2: TRAINING**

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All Board of Representatives members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within fifty-five (55) days of being seated, or they will lose their Council voting rights.

**SECTION 2: SELF ASSESSMENT**

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Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

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**ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)**  
**Board of Representatives Agenda, Page 4**  
**MAY 20, 2013 • RAMONA HALL COMMUNITY CENTER**

**ATTACHMENT B - GOVERNING BOARD STRUCTURE AND VOTING**  
**ARROYO SECO NEIGHBORHOOD COUNCIL – 21 BOARD SEATS**

		<b>ELIGIBILITY TO RUN FOR THE SEAT</b>		<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Hermon Representatives Term: 2 years	2	Elected	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Hermon geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Hermon geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.
Montecito Heights Representatives Term: 2 years	2	Elected	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Montecito Heights geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Montecito Heights geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.
Monterey Hills Representatives Term: 2 years	2	Elected	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Monterey Hills geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Monterey Hills geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.
Mount Washington Representatives Term: 2 years	4	Elected	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Mount Washington geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Mount Washington geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.
Sycamore Grove Representatives Term: 2 years	2	Elected	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Sycamore Grove geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.	Stakeholders who live, work, <u>or</u> own property <del>or who declare a stake</del> within the Sycamore Grove geographical area <del>and</del> affirm a factual basis for it and who are 18 years or older.
Retail, Wholesale, and Services At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries</u> , self designated as representative with interests in retail, wholesale and services within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.
Faith-based Organizations At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries</u> , self designated as representative with interests in faith-based organizations within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.
Environment At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries</u> , self designated as representative with interests in the environment within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.

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**ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)**  
**Board of Representatives Agenda, Page 5**  
MAY 20, 2013 • RAMONA HALL COMMUNITY CENTER

**ATTACHMENT B - GOVERNING BOARD STRUCTURE AND VOTING** *continued*  
ARROYO SECO NEIGHBORHOOD COUNCIL – 21 BOARD SEATS

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Education and Youth At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries,</u> self designated as representative with interests in education and youth within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.
Recreation, Culture, and the Arts At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries,</u> self designated as representative with interests in recreation, culture, and the arts within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.
Healthcare and Seniors At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries,</u> self designated as representative with interests in healthcare and seniors within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.
Community Non-profits At-Large Representative Term: 2 years	1	Elected	Stakeholder <u>who lives, works, or owns property within the ASNC boundaries,</u> self designated as representative with interests in healthcare within the ASNC boundaries and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ASNC boundaries and affirm a factual basis for it and who are 18 years or older.

*[Factual Basis At-Large Representatives details do not change]*

- 11. FUNDING FOR TRANSLATION AT MEETINGS** (Martha Benedict, 5 min.) *[For discussion and possible action]* The ASNC Board allocated no funds for translation services at public meetings, but there is an anticipated need to accommodate Spanish-speaking stakeholders.  
**MOTION:** The ASNC Board amends the current budget to allocate up to \$825 of remaining funds for translation services for meetings through the end of fiscal year 2012-13.
- 12. REGISTRAR’S REPORT AND MOTIONS** (Ariel van Zandweghe, Communications & Outreach Committee, 10 min.) An electronic newsletter (“email blast”) will be published the last week of every month. The deadline for submissions is the 17th. Committee members are assigned to each Local Issues Committee. The Committee recommends the following motions:
- A. Standardized Committee Calendar (5 min.) *[For discussion and possible action]* For the convenience of ASNC stakeholders, ASNC meetings should fall on regular days and times, i.e., monthly third Tuesday evening at 6:30pm, bimonthly Saturday morning at 10am, etc., at consistent locations. The Board should also ensure that regular committee meeting times do not conflict with one another in order that all Board members and stakeholders may attend.  
**MOTION:** The ASNC Board will develop a list of regular meeting days for all Standing Committees to share with stakeholders in all communication media and post on the www.asnc.us web site.

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**ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)**  
**Board of Representatives Agenda, Page 6**  
**MAY 20, 2013 • RAMONA HALL COMMUNITY CENTER**

B. Disclosure for Stakeholders Supplying Personal Information (5 min.) *[For discussion and possible action]* The City Attorney has provided the following language to appear on forms used to collect data from stakeholders wishing to be included the ASNC's database in both English and Spanish:

“Information from this list will be used for Neighborhood Council outreach purposes, including the creation of a communication database that the Neighborhood Council will use to communicate with you regarding Neighborhood Council, City, and community meetings, events, and news. Because Neighborhood Councils operate as government entities and are subject to the California Public Records Act (PRA), information from this list may be made available to parties submitting a PRA request. Release of any information under a PRA request is not automatic and the City Attorney's Office of Los Angeles will be consulted by the Neighborhood Council to determine if any information on this list qualifies for public release under a PRA request.”

**MOTION:** ASNC adds this statement to all documents that request personal information from stakeholders.

C. Nomination of Teresa Bonsell to the Committee (5 min.) *[For discussion and possible action]*

**MOTION:** Teresa Bonsell is appointed to the Communications & Outreach Committee.

**13. REPORT FROM THE RULES & ELECTIONS COMMITTEE** (5 min.) *[For possible action]* As the next highest vote getter in the October 2012 ASNC election, David Lyttle has confirmed in writing his willingness to fill the vacancy on the ASNC as a Geographic Representative of Monterey Hills, as stipulated in the Standing Rules. **MOTION:** The Board affirms the appointment of David Lyttle to be a Monterey Hills Representative.

**14. NOMINATION OF BRITTANY WOLFSON TO THE MONTECITO HEIGHTS LOCAL ISSUES COMMITTEE** (5 min.) *[For discussion and possible action]*

**MOTION:** Brittany Wolfson is appointed to the Montecito Heights Local Issues Committee.

**15. LOCAL ISSUES COMMITTEE REPORTS** (5 min.) Local Issues Committees report to the Board on matters of local importance. Provide future meeting dates: Hermon, Monterey Hills, Montecito Heights, Mt. Washington, Sycamore Grove.

**16. BOARD MEMBER COMMENTS** (5 min.) Board members' own activities or brief announcements. Introduce new issues for consideration at the next board meeting. *[Items only - no discussion]*

**17. ADJOURNMENT** The next meeting of the board is Monday, June 24, 2013 at Ramona Hall, 7pm

**Funding requests:** Unless otherwise stated in the approved motion, any funds appropriated for community projects as a result of this meeting's actions: (1) will be drawn from the 2012-13 ASNC budget; and, (2) under ASNC standing rules, expenditure of any such funds must begin WITHIN SIX MONTHS OF APPROVAL BY THE BOARD, or the appropriation will automatically lapse.

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived or adjusted in the interest of fairness, by the presiding officer of the Board.

The agenda is posted for public review at Mount Washington Elementary School Bulletin Board (3981 San Rafael Ave., 90065), Superior Grocers (133 W. Ave. 45, 90065), Ramona Hall Community Center (4580 N. Figueroa St., 90065) Audubon Center (4700 Griffin., 90031); Fresco Market (5926 Monterey Rd., 90042), as well as the ASNC's official Website at [www.asnc.us](http://www.asnc.us), and distributed via the ASNCAlert Yahoo Group (opt-in E-mail listserv). 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 other 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 the Department of Neighborhood Empowerment (ASNC Project Coordinator), at (213) 978-1551.

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**Process for Reconsideration:** The Board may reconsider and amend its actions on items listed on the agenda in accordance with Robert's Rules of Order.

