



**CITY OF
LOS ANGELES
CALIFORNIA**



P.O. BOX 4670, WEST HILLS, CA 91308

WWW.WESTHILLSNC.ORG

MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

BOARD ONLINE AND TELEPHONIC MEETING MINUTES

Wednesday, March 29, 2023

Revised March 30, 2023

The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting, not to include abstentions. There shall be no proxy voting.

PRESENT: Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Clarice Chavira, Carolyn Greenwood, Glenn Jennings, Bonnie Klea, Vinura Kotuwelle, Kent Mariconda, Rosi Mariconda, Saif Mogri, Bryan Newman, Alejandro Phillips, Steve Randall, Bill Rose, Char Rothstein, Anthony Scarce, Miriam Schimmel, Myrl Schreibman, Joan Trent, and Brad Vanderhoof

ABSENT: Sriya Datla, Mark Neudorff, Azarine Rushenas, and Joanne Yvanek-Garb

President Charlene Rothstein called the meeting to order at 9:30 PM.

Secretary Brad Vanderhoof called roll and established quorum.

Chair Comments: None

Public Comment: Chris Rowe said she is opposed to an in-person Town Hall without a hybrid option.

Old Business:

23-0025 - Discussion and possible action to approve the Event Approval Form and Budget in the amount of \$3,525.00 for the Special Events Committee –Senior Spring Fling Event

Roll Call Vote:

Aida Abkarians – Yes

Dan Brin – Yes

Carolyn Greenwood – Yes

Vinura Kotuwelle – Yes

Saif Mogri – Abstain

Alejandro Phillips – Yes

Charlene Rothstein – Yes

Myrl Schreibman – Yes

Joanne Yvanek-Garb - Absent

Faye Barta – Yes

Bob Brostoff – Yes

Glenn Jennings – Yes

Kent Mariconda – Yes

Mark Neudorff – Absent

Steve Randall – Yes

Anthony Scarce – Yes

Joan Trent – Yes

Sandi Bell - Yes

Clarice Chavira - Yes

Bonnie Klea- Yes

Rosi Mariconda – Yes

Bryan Newman - Yes

Bill Rose - Ineligible

Miriam Schimmel - Yes

Brad Vanderhoof - Yes

Yes – 21, No – 0, Abstain – 1, Absent – 2, Ineligible – 1, Recused – 0

The Event Request Form is approved.

President Char Rothstein adjourned the meeting at 9:38 PM.

Agenda Item 23-0025 - Discussion and possible action to approve the Event Approval Form and Budget in the amount of \$3,525.00 for the Special Events Committee –Senior Spring Fling Event



Department of
NEIGHBORHOOD EMPOWERMENT
200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: EmpowerLA@lacity.org www.EmpowerLA.org



NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Neighborhood Council: WEST HILLS

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: West Hills Neighborhood Council-Special Events Committee

Contact Person: Steve Randall

Phone: (818) 340-4700 Email: steve.randall@westhillsnc.org

Co-Sponsor (if applicable): Council District 12-John Lee Councilmember

Contact Person: Ron Rubine

Phone: (818) 882-1212 Email: ron.rubine@lacity.org

Event Information

Type of Event (festival, movie night, etc.): Senior Spring Fling Dinner Dance

Date: 04/14/23 Time Frame: 7:00pm-9:00pm Est. number of attendees: 200 Event Amount: \$ 3,525.00

Venue Name: West Valley Christian Church

Venue Address: 22450 Sherman Way, West Hills, CA 91307

Contact Person: Cynthia Wagner

Phone: (818) 884-6480 Email: cynthia@wvcch.org

Please note: If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

Documents scanned and emailed to EmpowerLA.Funding@lacity.org for Department approval PRIOR to event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** _____

Please note: Missing or incomplete required documents will delay Department approval.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: Committee Name:

Chairperson/Stakeholder: Date Approved by Committee:

Phone: Email:

Event/Activity

Total Amount Requested: Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
<input type="text" value="VENUE"/>	<input type="text" value="350.00"/>
<input type="text" value="FOOD"/>	<input type="text" value="1450.00"/>
<input type="text" value="DJ"/>	<input type="text" value="400.00"/>
<input type="text" value="INSURANCE"/>	<input type="text" value="300.00"/>
<input type="text" value="TABLEWARE"/>	<input type="text" value="375.00"/>
<input type="text" value="DECORATIONS & TABLE CENTERPIECES"/>	<input type="text" value="650.00"/>
<input type="text"/>	<input type="text"/>

For Budget Committee/Controller Use Only:

Committee Approved Budget Approved Board Approved