

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

Minutes of the September 29, 2003 Regular Meeting

Van Gogh Street School
17160 Van Gogh Street, Granada Hills, California

1. The meeting was called to order at 7:10 PM by Chairperson Becky Bendikson. Pledge of Allegiance was said.
2. Statement was read re Board of Education position of neither approving nor disapproving what is said at the meeting.

Donna Zero, Recording Officer, took Directors Roll Call:

Present: Becky Bendikson, Patrick Casparian, Greg Chaussee, Mary Ellen Crosby, , Rick Driscoll, Mary Edwards, Ginger Fong, Sid Gold, Michael Greenwald, Wayde Hunter, Frank Kiesler, Scott Manatt, Cherie Mann, Dave Parikh, Bob Ricketts, Kim Thompson, Susan Tipton, Joe Vitti, and Donna Zero

Absent: Wayne Aller, Theresa Anderssen, David Dean and Ben Pedrick

3. Minutes of the August 25, 2003 meeting were not available for approval. Item was tabled until the next meeting.

Becky Bendikson introduced three distinguished visitors in the audience, namely John Lauretsen, member of the Board of Education, District 3, Michael Tou from Congressman Brad Sherman's office and Elaine Pfefferman from Councilmember Greig Smith's office. Introductions from new stakeholders in the audience were then made.

Old Business

4. Citywide Alliance Resolution- Michael Greenwald motioned *"for Becky Bendikson to be the GHNNC representative to the Citywide Alliance."* Motion seconded and passed. Motion was made by Greg Chaussee *"for Karen Chaussee to be the alternate."* Motion seconded and passed.
5. Discussion of and possible Board position on the City's proposal to dispose of certain files was referred to the Planning and Land Use Committee.

New Business

6. a) Correspondence Officer Theresa Anderssen was not available to provide description of official correspondence.
b) There was discussion on a letter received to support the extension of the Granada Hills High School charter. Motion was made by Sid Gold *"to form an ad hoc committee to study the charter issue."* Motion was seconded and passed. Committee members include Kim Thompson, Donna Zero, Scott Manatt, Michael Greenwald, Mary Edwards, Rick Driscoll and Becky Bendikson (ex-officio).
7. Treasurer's Report- Susan Tipton reported that approximately \$744 has been spent. For complete report, see Attachment A.

8. Committee Reports

- a) Policy & Rules- Sid Gold did not have a report ready to present to the board. He made a motion *"to allow 15 minutes for public comment on non-agenda items at the beginning of the meeting, without the necessity of a speaker card. The recording officer will record the comments."* Motion was seconded and passed.

b) Communication Committee- Greg Chaussee summarized the committee's report. He motioned "to have the Sugar Suite at 11858 Balboa Blvd. as a posting site for GHNNC notices". The motion was seconded and passed. Attachment C

c) Parks & Beautification Committee- Mary Ellen Crosby reported on the three kiosks that will be placed in Bee Canyon Park, one of which will be purchased by the GHNNC at a cost of \$557.05. the Parks Department will be responsible for the installation and maintenance of the kiosks. Motion made by Rick Driscoll "for GHNNC to purchase a kiosk at a cost of \$557.05 and secure a liability letter from the Parks Department." Motion was seconded and passed

d) Executive Committee Meeting- Beeky Bendikson presented her report-Attachment F. Motion was made by the committee "to have GHNNC stationery printed on recycled ivory paper with the Chairperson and Vice Chairperson titles with names and other members listed alphabetically." Motion seconded and passed.

Reports from the Public Safety and Planning and Land Use Committees deferred to the next regular meeting.

9. Comments by Stakeholders

Two stakeholders spoke. One was about the poor timing of the traffic light on Balboa Boulevard. The other stakeholder was concerned about speeders on residential streets.

10. Regional Budget Panel

Motion was made to select two Representatives for the Regional Budget Panel. Three members were nominated. Greg Chaussee and Patrick Casparian were selected as GHNNC representatives. They will present the results of the approximately 205 budget surveys received.

11. Sunshine Canyon Expansion Community Advisory Council- Motion was made by Kim Thompson "to nominate Ann Ziliak to be the GHNNC representative to the Technical Advisory Committee." Motion was seconded and passed.

12. Motion was made by Patrick Casparian "to rent a bus to transport community members to the next Regional Water Quality hearing at a maximum of \$500 (\$325 for the first 5 hours, \$50 for each hour thereafter) providing that the bus company complies with city requirements." Motion seconded and passed.

13. LAPD donation- referred to the Public Safety Committee

Motion was made by Ginger Fong to adjourn at 9:35 PM

Next regular meeting will be held at Van Gogh Street School on October 27, 2003 at 7PM.

Donna Zero
Recording Officer

Approved at the November 12, 2003 regular meeting by the Board.

Category Summary Report
1/1/03 through 9/27/03

Category	1/1/03 - 9/27/03
Inflows	
Inflows - Other	23.02
Total Inflows	23.02
Outflows	
Bank Charges	2.00
Copy Service	59.93
Meetings	24.23
Money Order Fee	1.80
Postage	242.72
Publicity	80.95
Website	9.95
Outflows - Other	322.93 <i>Office Supplies</i>
Total Outflows	744.51
Overall Total	-721.49

Report on the September 10th meeting of the Communications, Outreach and Publicity and Ad Hoc Budget committees

Posting Locations, namely the Big Lots Store and the bulletin boards in the Knollwood Center were discussed. Big Lots is working out okay. No problems. The bulletin board we've been using in the Knollwood Center, however, has been locked. At this point we're not sure which of the four management companies is responsible for the board. I'm still looking into that.

There is a second bulletin board in the center located in front of the SUGAR SUITE which is an old time, old fashioned, cocktail lounge. I personally talked to the owner regarding posting our notices there and he has no problem with it as long as we remove outdated materials.

There was some concern about posting agenda and other notices outside a bar but the consensus of the committee was that we really can't pick and choose our stakeholders and who knows; many of them could be Sugar Suite patrons. Our recommendation is to use that location as a permanent posting site.

The committees decided that 2000 GHNNC flyers would be an appropriate number to have available for distribution through the local schools. We were invited to take part in an Open House at the Van Gogh Street School and distribute the GHNNC flyers along with Budget Survey forms to the parents attending. Mary Anna Kienholz, Mary Ellen Crosby and I were there on the night of the 16th to hand out the materials and talk to anyone interested in the GHNNC.

After a brief discussion of types of sound systems I was referred to Marty Walls of the Chatsworth NC. He apparently has some expertise but I've not contacted him yet. I will do so ASAP.

The ad hoc budget committee had to delegate 2 GHNNC board members to represent us at coming city budget events (for the '04-'05 budget). Those delegates turned out to be Ms. Bendikson and myself. We sincerely request that at least one additional board member volunteer as an alternate delegate.

The three committees decided that the only practical methods of distributing the budget survey forms would be through direct mail and use of our web site. Because we were so well prepared, while the items above were being discussed and decided upon, we tri-folded some 1600 pieces of literature, labeled and stamped 550 envelopes and got them in the mail the next morning. My sincere thanks to all present, including Scott Burritt.

ATTACHMENT "C"

Report on the September 10th meeting of the Communications, Outreach and Publicity and Ad Hoc Budget committees

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We did also discuss possible distribution of a formal statement to attendees at (GHNNC) meetings that would both welcome them and help define their participation in our meetings and in the GHNNC. The consensus reached was that such distribution would not be appropriate.

Last but not least, the ad hoc Budget Committee confidently scheduled a meeting to tally the expected 200+ budget surveys returned to us. That was done, but, we were about 130 surveys short. Hopefully we've made up that shortfall tonight.

Recommended Actions:

1. Approve use of Sugar Suite bulletin board for posting.
2. Ask for volunteer (s) for alternate budget delegate.

DRAFT

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

Minutes of the Executive Committee

Meeting of September 9, 2003

Van Gogh Street School

17160 Van Gogh Street, Granada Hills, CA

1. The meeting was called to order by Chairperson Becky Bendikson at 4:08 P.M.

2. a) After the Pledge of Allegiance, a statement was read that the Board of Education is not sponsoring the meeting and is neither approving nor disapproving what is said at the meeting.
b) Roll Call was called by Chairperson Becky Bendikson as follows:
Present: Becky Bendikson, Kim Thompson, Donna Zero, Patrick Casparian and Susan Tipton.

3. a) Motion was made by Kim Thompson, seconded and approved *“to send a letter to Recreation and Parks Department staff members Kevin Regan and Alan Roney with ‘cc’s’ to Mayor James K. Hahn and City Councilmember Greig Smith with reference to the Bee Canyon Playground closure with language as stated in Attachment A.”*
b) Motion was made by Donna Zero, seconded and approved *“to send a letter of thanks to David Hood for his service to GHNNC with language as stated in Attachment B.”*
c) After public comment from two persons, motion was made by Susan Tipton, seconded and approved *“to send a letter to all City Councilmembers with a ‘cc’ to Mayor James K. Hahn reaffirming its position in support of the findings of the City Planning Commission on June 26, 2003, with reference to the Hillcrest Christian School expansion with language as stated in Attachment C.”*
d) After public comment from two persons, motion was made by Kim Thompson, seconded and approved *“to send a letter to Emily Gabel-Luddy, Deputy Advisory Agency with ‘cc’s’ to Mayor James K. Hahn, City Councilmember Greig Smith, North Valley Planning Commission, Mr. David L. Lara and Mr. Ray Wooden of Building and Safety and Mr. Ron Cooper of Cooper Development, outlining the concerns of the community with reference to the housing project at 12051 Shoshone Avenue, Granada Hills, with language as stated in Attachment D.”*

ATTACHMENT “F”

4. David Bendikson, Communications Committee member, explained the website administration duties he has been performing in the absence of a Media Officer and provided a written summary (see Attachment E). Further discussion of how the Executive Committee will proceed to select candidates for the two vacant Board positions deferred to the next meeting.

5. Motion was made by Kim Thompson, seconded and approved *“that GHNNC use recycled ivory letterhead and business cards with the order of Board members listed on the left-hand side of letterhead as Chairperson Becky Bendikson, Vice Chairperson Kim Thompson and the balance of the members listed in alphabetical order and submit a resolution to the full Board for approval.”*

WHEREAS, it is important that GHNNC use letterhead and business cards that will not be lost among other white colored pieces of paper on the recipient's desk and that all Board member names be listed on the letterhead,

BE IT RESOLVED, that GHNNC letterhead and business cards be printed on recycled ivory colored paper and the letterhead shall list on the left-hand side of the page the Chairperson and Vice Chairperson with title and name and the remainder of the Board member names will be listed in alphabetical order.

6. Discussion of possible list of items which Executive Committee may be proposing to the GHNNC Board and possible budget items deferred to the next meeting.

7. No Committee member comments.

8. Future Committee meeting to be set at a later date.

9. No public comments on non-agenda items.

10. Meeting adjourned at 6:02 P.M.

Becky Bendikson
Recording Officer

--- MEDIA OFFICER ---
WEBSITE ADMINISTRATION DUTIES
By David Bendikson,
Communication Committee Member

While continuing to temporarily perform the website administration duties portion of the Media Officer position, I have made the following observations concerning the tasks and activities to be performed:

1. To provide timely notice of meeting agendas and minutes and other announcements on the website for stakeholders, it is especially necessary for Committee Chairpersons, and the Board Chairperson, to provide hard copies (for scanning) or electronic versions of agenda, minutes, etc., as soon as available. I then convert this information to PDF files and e-mail them along with posting instructions to the webmaster for him to upload to the website.

This constitutes the most frequent and routine portion of the job. My near-term goal is to assist in getting these tasks semi-automated to minimize webmaster involvement thereby reducing errors, proofing time and turn-around time.

2. Specifically, I develop content information mostly in the form of text and PDF files, most frequently for the Home Page and Calendar Page and for agendas and minutes for the Meetings Page and less frequently for other areas like the Committees Page or the Links Page;

I specify web page design changes and web site structure updates with verbal instructions or marked up text or PDF files to communicate this information to the webmaster;

I provide debugging suggestions and proofreading corrections for the webmaster;

I communicate these items verbally or use e-mail, and sometimes face to face meetings, to the webmaster in a timely manner to keep our website up to date for stakeholders notices and to make improvements to our web site.

3. Note that the current webmaster only posts content on the website that I have sent and makes other changes I have discussed (sometimes temporarily putting them on his test server where I review them, and suggest changes, before final release as an upload to our site). He implements these changes and updates by creating and/or modifying existing “html” computer program code on our website to achieve the desired results.

4. I periodically make CD’s that archive the GHNNC site files as back-ups and sometimes to serve as a foundation for illustrating or developing or debugging new designs.

5. It is helpful for a Media Officer to have a basic understanding of computer programming and specifically some knowledge of the working of “html” coding, at least to the extent of reading the code to aid the debugging process and for the site design/update process.

Obviously, the process of routine updating and improvement to our website would probably be more efficient if the Media Officer possessed the webmaster computer skills noted in item 3 along with the attention to detail, design, communication, and general computer task skills identified in items 1 and 2.