

**NCWP Board Meeting  
MINUTES**

Submitted by Theresa Torrance

**Tuesday, August 1, 2023– 6:33 p.m.**

**Westchester Municipal Building  
7166 Manchester Avenue, Westchester, CA 90045**

**Present:** Gregg Aniolek, Steve Donell, Thomas Flintoft, Lisa Gaines, Paula Gerez, Jack Hughes, Debra Huston, Matt Lipschutz, Chip Mallek, Dennis Miller, Dan Mohler, Kevin O'Brien, Alan Quon, Alexandra Reynolds, Julie Ross, Denny Schneider, Garrett Smith, Theresa Torrance

**Absent:**

**Excused:** Nicole Carcel, Al Hernandez, Jennifer Kingshott, Brian Lockwood, John Logsdon, Geoff Maleman, Greg Melton, Fred Puza, David Voss

1. Call to Order
2. Call of the roll and certification of a quorum
3. Salute the Flag
4. Welcome of newly-elected Board of Directors
5. Introductions
6. Election of new Executive Officers:
  1. President – nominated Paula Gerez, approved in unanimous vote
  2. Vice President – nominated – Steve Donell, approved in unanimous vote
  3. Recording Secretary – nominated – Geoff Maleman, approved in unanimous vote
  4. Corresponding Secretary – nominated – Garrett Smith, approved in unanimous vote
  5. Treasurer – nominated – Theresa Torrance, approved in unanimous vote
7. Appointment of Financial Officers of the Board:
  1. Neighborhood Council Bank Card Holder - Paula Gerez, approved in unanimous vote
  2. Second Signer – Paula Gerez, approved in unanimous vote
  3. Alternate Signer – none, removed from appointments and agenda
8. **Consent Calendar:** *(The following items will be treated as one item and enacted with one vote unless a Board member or a stakeholder requests that an item be placed on the Discussion Calendar.)*
  1. ~~Approval of Minutes of June 6, 2023 Board meeting.~~
  2. Receive and file the May 2023 Treasurer's Report and MER.
  3. Motion to approve initial budget for the NCWP 2023-2024 Fiscal Year including the Admin Packet.
  4. Motion to approve scope of work for website and NCWP communications provided by Moore Business Results for FY 2023-24 with expenditure not to exceed \$600 monthly.
  5. Motion to approve emailing service for NCWP agenda distribution provided by Mailchimp for FY 2023-24 with expenditure not to exceed \$50 monthly.
  6. Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2023-24 with expenditure not to exceed \$875 monthly.
  7. Motion to approve monthly NCWP for administrative support provided by any one of the five Temporary Staffing Services Contractors (Contractor) listed as an approved contractor for the City of Los Angeles, Office of the City Clerk, Neighborhood Council Funding Program for FY 2023-24 with expenditure not to exceed \$200 monthly.
  8. Motion to approve Adobe Acrobat Pro Subscription for NCWP Operational Expenses for FY 2023-24 with expenditure not to exceed \$50 monthly.
  9. ~~Motion to approve PromoShop invoice for March 2023 in the amount of \$2,274.48. Previously Board approved expense that missed the year end closing deadline for FY 2022-23.~~
  10. ~~Motion to approve Outreach expenditure of \$1,500 to be paid to the LAX Coastal Area Chamber of Commerce for Star of the Neighborhood entry in the Fourth of July Parade. Previously Board approved expense that missed the year end closing deadline for FY 2022-23.~~
  11. Motion to support Enterprise Rent a Car of Los Angeles Conditional Use Permit to allow Automotive repair within 500 ft. of an R3 zone.
  12. ~~Motion to approve the Neighborhood Purposes Grant (NPG) to SOFESSA for their emergency~~

outreach program/services, not to exceed \$1,500.00. <https://ncwpdr.org/wp-content/uploads/2023/05/NPG-SOFESA-App.pdf>. Previously Board approved NPG that missed the year end closing deadline for FY 2022-23.

13. ~~Motion to approve NPG for Friends of the Jungle in the amount of \$1450 for the 2023 beach and community Clean up. Previously Board approved NPG that missed the year end closing deadline for FY 2022-23.~~
14. ~~Motion to approve NPG for Pacific Boosters for National Night Out and New Gym Equipment in the amount of \$2000 for the previously Board approved NPG that missed the year end closing deadline for FY 2022-23.~~
15. ~~Motion to approve appointment of Paula Gerez, Neighborhood Council of Westchester / Playa Bank Card Holder.~~
16. ~~Motion to approve appointment of Paula Gerez, Neighborhood Council of Westchester / Playa Second Signer.~~
17. ~~Motion to approve appointment of John Logsdon, Neighborhood Council of Westchester / Playa Second Signer.~~
18. ~~Motion to approve appointment of Theresa Torrance, Chair of the Budget & Finance Committee.~~
19. Motion to approve assignment of Geoff Maleman and Garrett Smith to the Budget & Finance Committee.
20. Motion to approve creation of the AdHoc Community Plan Update Committee.
21. Motion to approve appointment of Julie Ross, Chair of the AdHoc Community Plan Update Committee.
22. Motion to approve assignment of Cory Birkett, Community Member, Tracy Thrower Conyers, Community Member, Kimberly Fox, Community Member, Stacey Travis, Community Member to the AdHoc Community Plan Update Committee.
23. ~~Motion to support Enterprise Rent a Car of Los Angeles Conditional Use Permit to allow Automotive repair within 500 ft. of an R3 zone.~~

Items 1, 9, 10, 12-18, and 23 have removed from the agenda

Items 2, was removed from consent and called special for discussion by Chip

**9. Announcements from Board Members or Governmental Representatives**

**10. Discussion Calendar and related Public comment**

Receive and file the May 2023 Treasurer's Report and MER.

Approved, Chip abstained

**11. Public Comment** – non-agenda items *(limited to 1 minute per speaker unless otherwise declared by the President or presiding director. Public comment on agendized items will be called as each agenda item is brought forward.)*

**12. Adjourn**