Northwest San Pedro Neighborhood Council
Board Meeting – July 9, 2018
Peck Park Community Room
560 N. Western Ave.
San Pedro, CA 90731

MINUTES

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Roll Call/Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armando Balderrama</td>
<td>Present</td>
</tr>
<tr>
<td>Monica Brandenberg</td>
<td>Present</td>
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<tr>
<td>Bob Bryant</td>
<td>Present</td>
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<tr>
<td>Mary Chan</td>
<td>Present</td>
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<tr>
<td>Bron D’Angelo</td>
<td>Present</td>
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<tr>
<td>John DiMeglio</td>
<td>Present</td>
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<tr>
<td>Dan Dixon</td>
<td>Present</td>
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<tr>
<td>Pete Garbowski</td>
<td>Excused</td>
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<tr>
<td>Cynthia Gonyea</td>
<td>Present</td>
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<tr>
<td>Gwendolyn Henry</td>
<td>Present</td>
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<tr>
<td>Laurie Jacobs</td>
<td>Present</td>
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<tr>
<td>Melanie Labrecque</td>
<td>Present</td>
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<tr>
<td>Raymond Regalado</td>
<td>Present</td>
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<tr>
<td>Steven Skrumbis</td>
<td>Excused</td>
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<tr>
<td>Christian Valle</td>
<td>Absent</td>
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<tr>
<td>Lee Williams</td>
<td>Present at 9:25 am</td>
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<tr>
<td>Sky Zaarour</td>
<td>Excused</td>
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A. Welcome and Introductions: The meeting was called to order at 9:15 am by President Ray Regalado. A quorum of 13 board members present (see list above), and 1 stakeholder was also present.

B. What We Hope to Accomplish – Goals For The Day
   i. Create a clear outreach situation to make information easily accessible in plain language
   ii. Training for new members
   iii. Allocated more funds for notifying the public on major issues
   iv. Work on creating clear concise documents regarding correspondence and CIS’s
   v. Create a protocol with a tracking system for correspondence and CIS’s

C. Ground Rules – Gary De le Rosa – Gave a brief introduction and overview of rules for the day.


E. Why We Are Here
   i. Highlight successes – Some of the successes are; Pathways to Employment event, Publishing the printed newsletter, filing Community Impact Statements (CIS), Movies in the Park events, Selection – recruiting candidates, increasing voter turnout, Partnering with other neighborhood councils.
   ii. Identify challenges – Some of the challenges are; Relationships with city leadership, Engaging the community – Outreach, stakeholder meeting attendance, follow-up of committee action items, board members not being prepared for Board meetings, committees not submitting reports.
iii. **Importance of promoting positive internal working dynamics/relationships** – Discussion. It was suggested that they could post headshots on the website to give stakeholders a face to go with the name.

F. **Lunch** – Break for lunch

G. **Internal Processes**

i. **Brown Act** – Review highlights – President Regalado reminded board members about the type of things that constitute serial communication.

ii. **Monthly and committee meeting**

   I. **Agenda setting**

      a) Board meeting agendas are meant to reflect the work that gets done in the committees.

      b) Agendas should be simple, not overly complicated, and yet still be informative and transparent.

      c) Please spell out full names, i.e. Los Angeles Department of Water and Power (LADWP).

   II. **Minutes/notes posting**

      a) For committee reports, keep in mind that minutes are more detailed, notes are less so. Please provide your committee meeting report in a timely manner.

      b) Items from committee that are revised or amended at Board meetings, should be reviewed by the Executive Committee prior to being sent out to insure accuracy.

   III. **Respect and civility**

      a) Being prepared for meetings and ready to discuss items supports having civil interactions.

IV. **Filing of Community Impact Statements (CIS)** – Purpose, identify who can submit on behalf of NC and appoint

   a) Lee Williams and Laurie Jacobs are the current filers. Monica Brandenberg will added to the consent calendar to become a filer at the next Board meeting.

V. **Discuss committee membership, mission statements, goals and objectives** –

   a) For committees that do not yet have a mission statement, please make them clear and concise.

VI. **Budget and finance process** – Review process for funding request

   a) Treasurer Melanie Labrecque distributed and reviewed procedures for new internal fund request forms.

H. **Health, Education and Neighborhood Councils Committee’s Council File 18-0467 discussion** – Councilmember Ryu’s request for an NC CIS

   i. Laurie Jacobs provided a list of the proposed reforms and took a vote on each item.

   ii. The results will be formulated into a Community Impact Statement to be considered at next month’s Board meeting.

I. **Action Items** – Item not considered.

J. **Closing thoughts** – The meeting adjourned at 2:05 pm.

Respectfully submitted,
Sheryl Akerblom for NWSPNC