

	WILMINGTON NEIGHBORHOOD COUNCIL 544N. Avalon Blvd. Suite #103 Wilmington, CA 90744 310-522-2013 Email: wilmingtonNC@empowerLA.org Website: Wilmingtonneighborhoodcouncil.com
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General Board Retreat Special Minutes July 19, 2020 12:36PM- 5:05PM Meeting	Zoom Virtual Meeting Meeting Access Information: Internet https://zoom.us/j/95648218428 Meeting ID: 95648218428 Password: no password required Telephone: 1-669-900-6833
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Boardmember	Roll Call	Funding Vote Eligible*	Category
Steven Contreras	Present	Yes	Residential Representative
Valerie Contreras	Present	Yes	Employee Representative
Christina Dake	Present	Yes	Residential Representative
Marilyn Glawson	Present	Yes	At-Large Representative
Nancy Luna	Present	Yes	Employee Representative
Gina Martinez	Present	Yes	Owner representative
Samantha Martinez	Present	No	Community Interest
Carlos Sanchez	Absent	Yes	Owner Representative
Santiago Sedillo	Present	Yes	Employee Representative
Barbara Zepeda	Absent (Arrived at 2:31PM)	Yes	Owner Representative
Gayle Fleury	Present	Yes	At-Large Representative
Adolfo Fermin	Present	Yes	Residential Representative
Simie Seaman	Present	Yes	At-Large Representative
TOTAL: 13	PRESENT 12 ABSENT 2		

*Funding vote eligibility key: **A**=age less than 18 yrs.; **E**=Ethics training; **F**=Funding training; **N**=not taken; **X**=expired ** Advance notice given for absence

1. Call to order:

Ms. Contreras called the meeting to order at 12:36 PM. Ms. Dake will be Co-hosting the meeting S. Contreras will be the Time Keeper. Opening remarks were given by Ms. Contreras along with instructions on how to participate press *6 to unmute and*9 to raise your hand. Please show everyone respect when you are at this meeting. The Agenda is available on the website. There are currently 12 participants in the meeting. Ms. Contreras checked on the trainings done by the new Boardmembers, Ms. S. Martinez will be ineligible to vote, Ms. Glawson is eligible to vote.

2. Roll Call -By Secretary, Santiago Sedillo
 Quorum of Boardmembers was reached.

WNC ITEM: 2 Roll Call		
Present -11	Absent -01	Excused-01

S. Contreras, V. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman,	Zepeda	Sanchez,
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3. Public Comment on Non-Agenda Items (2 minutes each).
 - a. **Glenn Bailey- the LANNC Meetings are the first Saturday of the month at 10:00AM. All Neighborhood Councils are encouraged to have representation. There is a Board of Neighborhood Commissioners Meeting tomorrow at 1:00 PM. Item 14 will be about changing the methodology for funding Neighborhood Councils.**

4. **Orientation-Mission Statement- The true name of the City of Los Angeles and how it was formed was handed out for the Boardmembers to read. This Board Retreat was put together to help us move into the next year with our new Strategic Plan. Ms. V. Contreras spoke about Ben Franklin’s accomplishments and his Quote: “Early to bed, early to rise, makes a man healthy, wealthy, and wise.” The Board was encouraged to find someone that motivates them. Each of the following documents was presented to the Boardmembers for their notebook and Ms. V. Contreras went over them, with other Boardmembers reading parts of the packet. The Mission Statements were read by Ms. Dake and Ms. V. Contreras**

5. **Discussion on Board Basics for the Wilmington NC- Ms. G. Martinez read the Oath of Office for new Boardmembers. Ms. G. Martinez reminded the Boardmembers that they are the voice of the community. Ms. V. Contreras went over the Board positions and their responsibility. Ms. V. Contreras explained Agendas from how they are created to what the department does to process them and post them into the Early Notification System. The required physical posting locations were discussed along with who has been posting them. All of the Physical Posting Locations are listed at the bottom of the Board Agendas.**

6. **City Charter- Neighborhood Councils were created to be the voice of our community and to hold our local officials accountable.**

7. **Governing documents- Copies were given to the board to review. Many were included in the other discussions at today’s meeting.**

8. **Bylaws- The Bylaws have been approved but need to be reviewed would hold a Bylaws Committee Meeting.**

9. **Roberts Rules of Order- Rosenberg’s rules of order were also included in the handouts. Roberts Rules of order are what the Wilmington NC uses. It includes how to make motions. A handout was given. Ms. Contreras went over some of the more important Parliamentary rules.**

10. **Brown Act- The Brown Act governs what we do to ensure things are done in an open and transparent manner. It addresses serial meetings. Read the included guidelines.**

11. **WNC Standing Rules-The Standing Rules are the Boards rules. They can be changed with 2/3 vote. They help to guide the Neighborhood Council.**

12. **NPG guidelines-These are available on the website. We have to follow the guidelines so that there are no problems. NPGs are supposed to be used to promote us. Some recipients just want the money not to participate. They need to partner with us.**

Public Comment-Glenn Bailey, The City Clerk has a completion report form that can be done for follow up.

13. Boardmember. Defining roles and responsibilities- A Question and answer session on specific roles and duties of each Boardmember was led by Ms. Contreras.

14. Agenda item request, deadlines, drafts and agenda posting requirements- Ms. V. Contreras explained the process Had Boardmembers review everything on the handout that needs to be included on an agenda and the process. Trainings need to be done to be able to vote. Please respond to emails so that I know that we will have quorum. When Scheduling Meetings.

15. Guest Speaker- (20 minutes) –Item Tabled

16. Publicity & Outreach Guidelines- Would like to see the Executive Committee put together an Outreach plan. Gina reported that the Wilmington NC gained almost 1,000 followers using Social media in less than a year. Canopies and shirts are items that were ordered to help Brand our Board. Be careful working with vendors. Follow up needs to be done post on Social Media. All Boardmembers can participate. The new voice mail system also has a 311 forward on the phone driving more traffic. The Food Drive brought interest to the website. The masks we had made Covid-19 had the Wilmington NC Branding on them. Ms. Contreras would like the Executive Committee to create Outreach Guidelines. Ms. Fleury suggested doing a newsletter.

17. Agenda Cancellation Notices for Regular Governing Board Meetings and Committees- A training was done was on how to do the cancellation process for a meeting.

18. Kristina Smith- Kristina Smith Is the Webmaster and posts the agendas to the website. Ms. Smith has been working for 13 years with Neighborhood Councils in the Harbor area. She helps put together agenda packets. She attended the Holiday event and loves working with Wilmington NC.

19. Agenda item request, deadlines, draft and agenda posting requirements. All items regarding putting together agendas and a posting were discussed including the posting of agendas. A question and answer session and continued into The Early Notification System and other parts of the posting process. Ms. Contreras asked all Boardmembers to sign up for ENS. ENS for Committees was covered including posting deadlines. Please review agenda drafts for mistakes. Watch for the deadlines. Committee Chairs need to post to ENS and send to Kristina Smith to post to the website.

Board meeting minutes have to be taken for each meeting. Wilmington NC hires a Minute Taker from the approved Vendors List. Draft minutes are provided by the Minute Taker. The Draft Minutes are sent to the board with the draft agenda. If you see any corrections that need to be made, please send the corrections needed. After the meeting minutes are approved, they are sent by the Secretary, to have them posted on the NC website. Committee Minutes must also be taken and posted. The Chair can designate a minute taker for the Committee. The draft minutes are in the Board packet for approval. I copy is also in the Community Packet kept on the back table.

Public Comment- Glenn Baily there is a new ADA policy regarding the phone number to list on the agenda. Mr. Bailey also explained how to look things up on the City's website.

The Wilmington Neighborhood Council Meetings are held on the 4th Tuesday of every month.

20. Contacts for various offices and nonprofits Council office attendance at meetings- a contact list was handed out with contact information for Councilmember Buscaino’s staff. Questions were raised as to why neither him, nor his staff attend any of the Neighborhood Council Meetings.

Public Comment: Glen spoke about Council office’s not attending and not supporting Neighborhood Councils. He suggested contacting other Neighborhood Councils to exert political pressure.

21. Reimbursements for board members – Boardmember reimbursement is not encouraged by the Department. The 2 part process needs to be on agenda for two different approvals twice not encouraged. First the item has to be approved by the Board to spend the money and then it needs to be Agendized to vote for the reimbursement of the Boardmember.

In the beginning of the Covid-19 Emergency Neighborhood Councils were allowed to spend up to \$5,000.00. Wilmington Neighborhood Council under the direction of V. Contreras spent \$2,800.00 on food and participated in a food drive. Wilmington NC logo cloth masks and cloth bonnets for local health care professionals

22. Treasurer’s Report by Gina Martinez. - The fiscal year ended well and no items were rejected. The Funding Department has been very helpful.

a. Motion to approve purchasing storage containers for the WNC office not to exceed \$60.00

Public comment: none

Motion passed

WNC	Item 22a. Motion to approve purchasing storage containers for the WNC office not to exceed \$60.00 Moved: G. Martinez Second: Dake			
Yes –10	No-00	Abstain-01	Ineligible-01	Absent-02
S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman,	None	V. Contreras,	S. Martinez	Sanchez, Zepeda

b. Motion to approve the reimbursement to Valerie Contreras in the amount of \$56.81 for storage containers for the WNC office to organize things.

Public comment: none

Motion passed

WNC	Item 22b. Motion to approve the reimbursement to Valerie Contreras in the amount of \$56.81 for storage containers for the WNC office to organize things. Moved: G. Martinez Second: Seaman			
Yes –10	No-00	Abstain-01	Ineligible-01	Absent-02
S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman	None	V. Contreras	S. Martinez	Sanchez, Zepeda

c. Motion to approve the invoice to Smoky Doky BBQ in the amount of \$260.00

Public comment: none

Motion passed

WNC	Item 22c. Motion to approve the invoice to Smoky Doky BBQ in the amount of \$260.00			
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Moved: G. Martinez Second: Seaman				
Yes –11	No- 00-	Abstain-00	Ineligible-01	Absent-02
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, Sedillo, Seaman	None	None	S. Martinez	Sanchez, Zepeda

d. Motion to approve the reimbursement to Valerie Contreras in the amount of \$260.00 for Smoky Doky- Item Tabled

Ms. Zepeda arrived at 2:31PM.

23. Strategic Plan: Board Member Vision and Goals, Solutions, Action, Performance Measure. Each of the Boardmembers gave their vision, goals, and metrics for a better Board and a better Wilmington. The main ideas compiled to create the Strategic plan. The Board worked to create the plan in a breakout session setting to discuss their ideas and compared the plan to the previous year.

24. Discussion and possible Action on Strategic Plan. Details from the Treasurer on the previous budget recap. - Ms. Martinez reviewed last year’s Budget and Expenditures and gave recommendations.

A. The Big Budget: This year’s Annual Budget is \$32,000.00 with a rollover of 9,976.00 and \$8,339.06 is encumbered. 50,315.06 is this year’s Budget. It has been cut by \$10,000 with a \$10,000 roll over.

B. Outreach- Recommendation \$19,000.00 (Last Year \$23,500.00 was approved)

C. Operation-\$22,815.06 (Includes office expenses) Part of the Operation funds, are set aside to pay for meeting space.

D. Neighborhood Purpose Grants (NPGs) \$0 (Last Year \$0 was approved)

E. Neighborhood Improvements \$7,500.00 (Last Year \$7,500.00 was approved)

F. Election/Selections-election plans-Recommendation \$1,000.00 (Previous Board \$1,000.00)

Public Comment: Glenn Bailey there is approval from LAUSD Board Members that meeting space is free for Neighborhood Councils.

25. Discussion & Possible action to approve: The Board considered last year’s expenditures and the recommendations and included their decisions in the Strategic Plan.

A. Motion to Approve the WNC Strategic Plan for FY 2020-2021

Strategic Plan FY 2020-2021

BUDGET 2020-2020

Operations: \$22,839.06

Outreach: \$19,000.00

Neighborhood Purpose Grants: \$0

Community Improvements: \$7,500

Elections: \$1,000

Total: \$50,339.06 (\$32,000.00 Annual Budget Funds) (\$10,000.00 Rollover) (\$8,339.06 Encumbered)

Encumbered Funds Allocations:

- **Clerical & Website \$2,203.00**
- **E-Voice Office Voicemail \$299.90**
- **Maxx Graphics \$2,000.00**
- **AT&T \$836.16**
- **Bridgeway \$3000.00**

Total Amounts Encumbered: \$8,339.06

VISION

Our Vision is to promote, support and educate our community in the areas of City Services, Economic Development, Safety, Transportation, Historic Education, and Emergency Preparedness. Promote WNC Board teamwork to bring WNC awareness.

GOALS

- 1. Promote & empower the local stakeholders through education, publicity, outreach & events**
- 2. Promote and support Safety and Emergency Preparedness/Awareness, and emergency planning.**
- 3. Increase Beautification clean ups and projects for our community with stakeholder involvement**
- 4. Promote and educate our community on the History of Wilmington with a focus on our uniqueness.**

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5. Promote local business to strengthen our local economic development and increase job opportunities for local residents. Encourage new franchise business in Wilmington.

6. Promote participation in our community by hosting stakeholder meetings, committee meetings and providing information through fairs, outreach, and workshops. Promote trade schools.

7. Focus on improving the Transportation and pedestrian safety throughout our community and promote Community Improvement Projects that bring community pride.

8. Support and promote all WNC projects including but not limited to the Port of LA Wilmington

Waterfront project in conjunction with the WNC Port Resolution approved and submitted by the

Wilmington Neighborhood Council in FY 2017-2018, and a “Welcome to Wilmington” sign project.

Solutions:

1. The WNC will host events that will include Information on all goals of this plan such as a fair or a community block event and WNC Election Candidate Town Hall. We will work with the LA City Departments and Agencies to achieve these goals.

2. Host Activities, Workshops, and Events focused on our vision and goals for FY 2020-2021.

3. Develop strategic outreach efforts to connect the community.

4. Promote and improve our social media efforts to educate our community on Safety awareness, transportation and education, Wilmington’s History, uniqueness, City Services and community projects.

5. Promote the work of our WNC and encourage community involvement to build team work

6. Work with the City Transportation department, Port of LA and local enforcement to improve port truck traffic through our community and work to re-route the port traffic out of the residential areas. Work with City Planning, LADOT to improve pedestrian safety, sidewalks, crosswalks and all transportation issues in our community.

7. Promote, support, and increase stakeholder involvement in the WNC community projects and efforts to work toward the Wilmington Neighborhood Council Vision.

PERFORMANCE MEASURES

1. File 8 Community Impact Statements

2. Host 2 Community Evens and or Information fairs. WNC Election Candidate Town Hall

3. Promote the WNC & increased Civic engagement through website/social media, bus ads, and local events and schools and local events or online events and include surveys.

4. Collaborate with City agencies and developers to support our vision for economic development and promote community improvement projects.

5. Develop and implement outreach tactics to increase stakeholder education on City services, Wilmington History, community safety, transportation, and community projects.

6. Collaborate with all City agencies to support our goal and visions of the WNC Strategic Plan for

25. Motion to Approve the WNC Strategic Plan for FY 2020-2021.

Public comment: none

Motion Passed

WNC	Item 25a. Motion to Approve the WNC Strategic Plan for FY 2020-2021 Moved: Dake Second: G. Martinez			
Yes –11	No- 00	Abstain-00	Ineligible-01	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, Sedillo, Seaman, Zepeda	None	None	S. Martinez	Sanchez

B. Motion to Approve the Administrative Summary Packet FY 2020-2021- The Administrative Summary Packet is available on the Wilmington Neighborhood Council Website. It was reviewed by the Board.

Public comment: none

Motion Passed

WNC	Item 25b. Motion to Approve the Administrative Summary Packet FY 2020-2021 Moved: Fleury Second: Dake			
Yes –11	No-00	Abstain-00	Ineligible-01	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, Sedillo, Seaman, Zepeda	None	None	S. Martinez	Sanchez

26. Discussion and Possible Action on Appointing Roles (10 min)

a. Second Signer- Default to Chair

Public comment:

Motion Passed

WNC	Item 26 a. Motion for Second Signer to default to the Chair. Moved: Zepeda Second: Fleury G. Martinez			
Yes –12	No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda	None	None	None	Sanchez

b. Legal Liaison/City Attorney’s Office Liaison

Public comment: none

Motion Passed

WNC	Item 26 b. Motion to approve G. Martinez as Legal Liaison. Moved: Zepeda Second: Fleury S. Contreras			
Yes –12	No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda	None	None	None	Sanchez

Positions Appointed by the Chair V. Contreras, Ms. Contreras explained each role.

b. Appoint up to 5 Community Impact Statement Filers:

G. Martinez, S, Martinez, Glawson, V. Contreras, Fleury

d. Hospitality coordinators- Duties & responsibilities, appoint 3-5 to set up: Sedillo, S. Martinez, Zepeda, Luna, V. Contreras, S. Contreras

e. Food Coordinator: Seaman

f. Master Calendar Coordinator: S. Martinez

g. Agenda Posting Committee- 5: Sanchez, Fermin, Dake

h. Agenda Packets: G. Martinez, Dake, V. Contreras

i. Time-keepers: S. Contreras, Seaman

j. Office Coordinator: Gina, Luna, V. Martinez

K. Elections Committee-5: G. Martinez. Sanchez, Fleury, Zepeda, Glawson

L. Community Master Calendar of Meetings: Dake, S. Martinez

27. The roles and duties of Executive Officers. Ms. Contreras went over the duties of the different Executive Board positions

28. Election of Officers for FY 2020-2121 Ms. Contreras nominated G. Martinez who declined. Ms. G. Martinez nominated Ms. Contreras who accepted the nomination.

A. Chair- Valerie Contreras

Public comment: none

Motion Passed

WNC	Item 28a. Motion to approve Valerie Contreras as Chair of the Wilmington Neighborhood Council Moved: G. Martinez Second: Fleury			
Yes –11	No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda	None	None	None	Sanchez

B. Co-Chair-Nominations Ms. G. Martinez nominated S. Contreras who accepted the nomination. There was a nomination for Ms. Seaman who declined.

Public comment: none

Motion Passed

WNC	Item 28b. Motion to approve Steve Contreras as Co-Chair of the Wilmington Neighborhood Council Moved: G. Martinez Second: S. Contreras				
Yes –11		No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda		None	None	None	Sanchez

C. Treasurer-Nominations: Ms. Contreras nominated Ms. G. Martinez for the Treasurer position. Ms. G. Martinez accepted.

Public comment: none

Motion Passed

WNC	Item 28c. Motion to approve G. Martinez as Treasurer of the Wilmington Neighborhood Council Moved: V. Contreras Second: Sedillo				
Yes –11		No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda		None	None	None	Sanchez

D. Secretary- Ms. Contreras nominated Ms. Glawson who declined. Ms. Dake was nominated by Ms. Fleury for the Secretary position. She accepted.

Public comment: none

Motion Passed

WNC	Item 28d. Motion to approve Christina Dake as Secretary of the Wilmington Neighborhood Council Moved: Fleury Second: Zepeda				
Yes –12		No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda		None	None	None	Sanchez

E. Parliamentarian-Nominations: Ms. Contreras asked Ms. Zepeda if she was interested in the position. She declined. There was a nomination for Mr. Fermin who declined. Mr. Sedillo was nominated by Ms. Zepeda and accepted the nomination.

Public comment: none

Motion Passed

WNC	Item 28e. Motion to approve Santiago Sedillo Parliamentarian of the Wilmington Neighborhood Council Moved: G. Martinez Second: S. Contreras				
Yes –12		No- 00	Abstain-00	Ineligible-00	Absent-01
V. Contreras, S. Contreras, Dake, Glawson, Fermin, Fleury, Luna, G. Martinez, S. Martinez, Sedillo, Seaman, Zepeda		None	None	None	Sanchez

29. Discussion and Possible Action on Appointment of Standing Committee duties & responsibilities, purpose and possible refresher. The following Boardmembers were appointed as Committee Chairs by Ms. Contreras.

A. Planning & Land Use Committee- Chair Adolfo Fermin, Co-Chair Valerie Contreras

B. Finance Committee- Chair Gina Martinez

C. Environmental Committee- Chair Christina Dake

D. Transportation Committee- Chair Marilyn Glawson, Co-Chair Adolfo Fermin

E. Public Works Committee- Pending

F. Bylaws Committee-Chair Simie Seaman

G. Publicity and Communications Committee-Chair Nancy Luna, Co-Chair Gina Martinez

H. Beautification Committee-Chair Steve Contreras

I. Safety and Emergency Preparedness Committee-Chair Gayle Fleury

30. Announcements from Governing Board Members & Future Agenda items- Ms. G. Martinez created a new voicemail system that will direct residents to 311 and to other location boxes. It helps stop Community Members from using your cellphone to contact you. To add items to the agenda contact Ms. V. Contreras

Public Comment: Glen Bailey- Requests Public Safety Alliance Liaison.

31. Discussion & possible action to appoint the WNC LA City Department Liaisons- Item Tabled

32. Motion to Adjourn Moved: Zepeda Second: S. Contreras Meeting Adjourned at 5:05 PM (No vote taken.)

The Next Wilmington Neighborhood Council Meeting is on August 25, 2020

