Valley Glen Neighborhood Association
Board of Directors Meeting Minutes

October 4, 2018
7:00 pm

6015 Ventura Canyon Ave, Valley Glen, CA 91401

Meeting Type: Monthly Board of Directors

Meeting Chair: Richard Rossi

Invitees:

Francisca Reynoso
Gerhard Runken
Harry Norton
Howard Gradet
Janet Newton
Thomas Newton

Michael Rosenzweig
Mirna Pajuelo
Richard Rossi
Robin Shafer
Edie Yukelson
Sid Yukelson

I. Call to order: 7:03

II. Roll call. Directors answering present:

Francisca Reynoso
Robin Shafer
Richard Rossi

Janet Newton
Gerhard Runken
Thomas Newton

Also Present. Eleanor Runken

Per current bylaws, a quorum is defined as five members. Six members being present, a quorum is confirmed.

III. Approval of minutes from last meeting. Minutes were unavailable, but will be posted on the web site for review.
IV. Open issues

a) Draft Bylaws. The board discussed the proposed schedule for approval of the proposed amended bylaws. The draft bylaws will be posted on the VGNA website. All members will be notified by email to review the bylaws and be prepared to vote to approve the bylaws during the December town Hall Meeting. Members will also be directed to contact Newton with questions or comments arising from their review.

b) Banking: Resignation of Bruce Gaims may require reapplication to change signatories on the account. Newton (T) moved that The Chair and Newton (J) be the sole signatories on the account; second by Runken (G). The motion carried unanimously on a roll call vote.

V. New business

a) Gaims resignation. The Chair announced that Bruce Gaims had resigned his position as VGNA President and member of the Board of Directors. Per the current by laws, The Chair assumes the office of VGNA President. The Chair lauded Gaims for his exemplary service. The Chair stated that the basic activities of the VGNA will not change. However, there will be an increased emphasis on improving internal processes.

b) Financial.

i. Treasury Report. Newton (J), reviewed the VGNA’s financial status. The Association is currently able to meet all obligations.

ii. Accounting Software. The Chair moved that the Association adopt QuickBooks as its financial accounting software. Second by Newton (T). Following discussion by the Board, the motion carried unanimously on a voice vote.

iii. 501(c)(3) Application. The Chair and Newton (T) reported on progress. Following approval of the proposed amended bylaws, Association officers will endeavor to submit the application by year-end. Runken queried on the Association’s tax reporting obligations. The Chair confirmed that the Association is properly reporting using IRS Form 990EZ. The Association may use the short form return so long as its annual income remains less than $50,000.00.

iv. Runken (G) queried membership dues and when 2019 installments will be due. Runken (G) moved that membership dues be
considered due on January 1 each year. Second by The Chair. The motion carried unanimously on a voice vote.

c) Operational Issues:

i. Database: The Chair reported on efforts to effectively manage the Association’s membership and other data. The Chair reported on past efforts to use MailChimp as the database, and the difficulties inherent with Mail Chimp. The Chair advised that those involved with data management efforts believe the Association is best served by adopting Access for the Association’s database needs.

ii. Relationship with GVGC: The Directors present engaged in a general discussion regarding opportunities for collaboration with the Greater Valley Glen Council.

iii. Strategic Plan: The Chair briefed on interest in developing a strategic plan for the organization. Newton (T) provided a handout summarizing the elements of creating a strategic plan. The Directors present indicated interest in beginning the process. All agreed that the entire board should be involved in the process.

iv. Newsletter. The Chair moved that Katina Shields be confirmed as Editor in Chief; second by Runken (G). The motion carried unanimously on a voice vote.

v. Clean Team: Since Gaims will no longer be in charge of the Association’s Clean Team activities, Newton (T) volunteered to be manage Clean Team operations on an interim basis. The Board will seek a permanent replacement for Gaims. Newton (T) will contact Amy Bezikian at Grant High School about again recruiting students to assist.

vi. Town Hall 12/11: The Chair opened the floor for discussion regarding the main topic of the Town Hall meeting scheduled for December 11, 2018. Various Directors present offered general ideas. Further discussion will be required. Newton (T) noted that a portion of the meeting will be devoted to voting on the bylaws. The Chair noted that, should the corporation desire to continue offering entertainment at Town Hall Meetings, we would need help locating entertainment.
vii. Grid Captain: The Chair discussed Howard Gradet’s prior appointment as Grid Captain and as Director of the corporation by Gaims (B). Newton (T) moved to ratify the prior appointment, by Gaims (B); second by Shafer. The motion carried unanimously on a voice vote.

viii. Education Support: The Chair opened discussion on the corporation’s interest in supporting education within the Valley Glen area. Directors present noted that to date, the board had not created concrete goals or direction for such support. Newton moved for creation of an Education Support Committee, with Shafer and Reynoso as Co-Chairs; seconded by the Chair. The motion carried unanimously on a voice vote.

ix. The Chair opened discussion on the issue of managing membership. Directors present generally agreed that along with efforts to add more members, the corporation must focus on mobilizing the existing membership to support the corporation’s activities. Newton (T) moved to create a Membership Committee; second by Shafer. The motion carried unanimously on a voice vote.

x. Mixers: The Chair opened discussion on the general goals and objectives of VGNA mixers, to include effectiveness, venues, locations, invitees, and costs. The Directors present agreed that it would be wise to forego the planned November mixer, and focus on a “Super Mixer” to be held in January 2019. The Chair discussed the intention to hold a dinner, with invitations to three (3) member couples who have expressed an interest in participating in VGNA activities. The executive officers will fund the dinner; no VGNA funds will be expended. The Chair invited all Directors present to attend if they desire, with the understanding that all VGNA members will pay for their portion of the dinner cost. The Chair moved that the VGNA plan and hold a January 2019 “Super-Mixer;” second by Newton (J). The motion carried unanimously on a voice vote. Newton (T) moved that the VGNA establish a Mixer Committee, with member to be determined; second by the Chair. The motion carried unanimously on a voice vote.

xi. Public Safety: The Chair opened a discussion on the need to develop relationships with local LAPD and LAFD leadership. The Chair believes that developing such relationship may enhance the flow of information available to Valley Glen residents, through
regular articles in the Valley Glen Voice. The Directors present discussed the possibility of inviting the Van Nuys Area commanding officer to speak at a VGNA Town Hall meeting. The Directors present agreed to pursue the objective of enhanced relationships with the LAPD and LAFD.

V. There being no further business, the meeting was duly adjourned.

Dated: October 12, 2018

Thomas W. Newton
Secretary of the Corporation