

**Hollywood Hills West Neighborhood Council
Executive Board Meeting Minutes
June 7, 2010**

Women's Club of Hollywood
1749 N. La Brea Ave, Hollywood, CA 90046

1. **Call to Order** by HHWNC President Anastasia Man at 5:35 p.m.
2. **Roll Call** by Secretary Khaled Kaawar: Present: Anastasia Mann, Orrin Feldman, Khaled Kaawar, Aaron Rogers, and guest Allison Connell, Issue 7 Environmental Chair. Absent: Michael Meyer.
3. **Minutes: (Feldman/Khaled) moved the Executive Board accept the minutes for the March 10, 2010 Executive Board meeting as submitted. The motion carried.**
4. **Review of agenda for upcoming full Board Meeting.** Anastasia reviewed different points of interest on the upcoming full board meeting agenda. This included notification of trainings for new board members and issues surrounding a grievance that was filed against a former board member. She also pointed out that there are three vacant board seats that will need to be filled. Postings of these three seats has taken place in line with the 60 day posting requirement.
5. **Review of training issues for new board members.** The Executive Board reviewed key training issues including: the Brown Act which governs neighborhood councils; the procedures for record keeping and reimbursements; and the bylaws as it applies to board members speaking on behalf of the HHWNC.
6. **Discussion of any items the new board will face.** The Executive Board discussed issues that came up with a grievance filed and what steps were taken, by the HHWNC, in regards to this issue. They also discussed the need for revisions to the bylaws to change designations of some of the 18 area/issues committee and when emergency issues can be discussed at a meeting without the mandatory three day posting to the public.

7. **New business.** Anastasia reviewed Treasurer Michael Meyer's proposal to break down the proposed budget from the initial \$31,000 amount into individual line items. The executive board reviewed the existing budgets and proposed new allocations in the following amounts: \$15,000 for administrative assistance and membership, \$6,000 for area committees, \$6,000 for issue committees, \$4,000 for IT, \$1,200 for brochures and outreach support materials, and a reserve of \$9,000. Anastasia suggested creating a Policies and Procedures Manual which is updated regularly and the preparation of the agenda packet as well as the timely posting on information by the committee chairs on the HHWNC website.
8. **Old business.** None.
9. **Public comments.** None.
10. **Adjournment.** 6:18 p.m.

-Minutes by Pat Kramer, Kelly Services.-