



7248 Owensmouth Ave.
Canoga Park, CA 91303

Email: info@canogaparknc.org
Website: www.CanogaParkNC.org

CANOGA PARK NEIGHBORHOOD COUNCIL

Canoga Park

Neighborhood Council

Executive Board

Mary Paterson, President

Dr Thema Bryant Davis, Vice-
President

Helen Morales, Secretary

Leonel Fuentes, Treasurer

Board Members:

Kyra Edrington,
Jessica Gonzalez
Steve Slutzah
Robert Muñoz
Daniel Griffith
Michael Davis
Ray Cole
Brian Mallasch
Quincy Clemons
Annette McClain
Ronald Clary
Elmer Garcia
Nauman Khan
Jitzel Vasquez-Ruiz

CPNC Regular Board Meeting Agenda

Wednesday, January 26, 2022

7:00 pm

Zoom Meeting Online or By Telephone

Dial (877) 853-5257 to Join the Meeting

Then Enter This Webinar ID: 891 4087 1010 and Press #

Please Click on the following link to join the webinar: <https://us02web.zoom.us/j/89140871010>

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte XXXX, Secretaria, al (818) 852-1500 o por correo electrónico HelenMorales@CanogaParkNeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE CANOGA PARK NEIGHBORHOOD COUNCIL SPECIAL EXECUTIVE BOARD MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION

Every person wishing to address the Board must dial (877) 853-5257 and enter 891 4087 1010 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial *9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member

of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required.

If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

I. CALL TO ORDER & ROLL CALL

II. Secretary status of board member trainings

III. Approval of the Minutes of the CPNC Nov/Dec Meeting 12/08/2021.

III. GOVERNMENT REPORTS

- a. Public Safety
- b. City Council Representative
- c. Government Departments/Agencies, including, Budget Advocate, Librarian, DONE, etc.
- d. Department of Neighborhood Empowerment on the Code of Conduct and proposed addendums.
See attached: <https://tiny.cc/CodeConduct2021>

IV. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s)

V. COMMITTEE REPORTS

- a. **Homeless Solutions / Outreach** update about the changed date of the Homeless count to Feb 22, 2022
Discussion and possible action to develop strategies to encourage people to participate both of counters as well as people to help check in and out volunteers
- b. **Bylaw Committee** – discussion and possible action to add new members to the Bylaws Committee.

A brief discussion and introduction on the issue of the nature of Standing Rules, and the distinctions between such rules and bylaws and consideration as to whether such rules should be adopted, at a later date, by the council upon recommendation by the bylaw committee.

VI. NEW BUSINESS

- A. Approval of the Monthly Expenditure Report (MER) for Nov 2021
- B. Approval of the Monthly Expenditure Report (MER) for Dec 2021

VII. ADJOURNMENT (End time is typically 9 to 9:45)

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting for regular meetings and 1 day (24 hours) prior to special meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

Canoga Park Community Center, 7248 Owensmouth Ave., Canoga Park, CA 91303

CPNC Website: www.CanogaParkNC.org

You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all the board in advance of a meeting may be viewed at our website: www.CanogaParkNC.org or at the scheduled meeting. In addition, you would like a copy of any record related to an item on the agenda, please contact Secretary via email at: HelenMorales@CanogaParkNC.org.

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action NC Bylaws. The Bylaws are available at our Board meetings and our website www.CanogaParkNC.org

Available Seats:

Home/Condo Owners- 4

Retail/Service - 1

Senior Rep – 1

Please let us know if you would like to be considered for appointment to a seat. Email info@canogaparknc.org

Monthly Expenditure Report



Reporting Month: November 2021 Budget Fiscal Year: 2021-2022

NC Name: Canoga Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40517.63	\$8122.97	\$32394.66	\$628.64	\$0.00	\$31766.02

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$16000.00	\$160.79	\$11394.66	\$628.64	\$10766.02
Outreach		\$2962.18		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$21000.00	\$5000.00	\$16000.00	\$0.00	\$16000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1482.37	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE CANOGAPA	11/01/2021	Google suite	General Operations Expenditure	Office	\$160.79
2	Halo Branded Solutions, Inc.	11/09/2021	Discuss and /or action to re-approve \$2,962.18 for Covid mask keepers/holders.	General Operations Expenditure	Outreach	\$2962.18
3	Main Street Canoga Park	11/10/2021	Discuss and /or action to approve a NPG proposal for \$5,000 to the Main Street Canoga Park Organization for the Day of the Dead community festival (Dia de los Muertos)	Neighborhood Purpose Grants		\$5000.00
Subtotal:						\$8122.97

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Brian Mallasch	09/15/2021	Approval of reimbursement for Brian Mallasch for \$628.64 for paying for CPNC Google Suites	General Operations Expenditure	Office	\$628.64
Subtotal: Outstanding						\$628.64



Invoice

Invoice number: 4006154605

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

Aaron DeVandry
Canoga Park Neighborhood Council
5005 Stone Fence Drive
Colorado Springs, CO 80922
United States

Details

Invoice number4006154605
Invoice dateOct 31, 2021
Billing ID2423-1721-5696
Domain namecanogaparknc.org

Google Workspace

Total in USD **\$160.79**

Summary for Oct 1, 2021 - Oct 31, 2021

Subtotal in USD \$156.00
Local sales tax (3.07%) \$4.79
Total in USD \$160.79

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
G Suite Basic	Usage	Oct 1 - Oct 31	26	156.00
Subtotal in USD				\$156.00
Local sales tax (3.07%)				\$4.79
Total in USD				\$160.79

Need help understanding the charges on your invoice? [Click here for detailed explanations](https://support.google.com/a?p=gsuite-bills-and-charges)
<https://support.google.com/a?p=gsuite-bills-and-charges>



3182 Momentum Place
Chicago, IL 60689-5331
Phone: (815) 625-0980
Tax ID: 03-0509520

INVOICE

Invoice	Date	Page
2021000007431	5/23/21	1 (1)

Sold To # : 1003751

Sold To : Canoga Park Neighborhood Coun
7248 Owensmouth Ave
CANOGA PARK CA 91303-1529

Bill To #: 1003751

Delivery Method : UPS Ground

Bill To : Canoga Park Neighborhood Coun
Mary Paterson
7248 Owensmouth Ave
CANOGA PARK CA 91303-1529

Ship To : Canoga Park Neighborhood Coun
Mary Paterson
7248 Owensmouth Ave
Canoga Park CA 91303-1529

Customer PO Number		Ship Date	Terms	Due Date	Sales Representative	
		5/18/2021	Net 30 Days	6/22/2021	2530 EX, HARVEY	
Shipped	Back Ordered	Item Description / Comments		U/M	Unit Price	Extended Price
1250	0.000000	AMKP12 POLYESTER MASK KEEPER 1/2 450 Black, 400 Royal Blue 400 Red all with a white Imprint >ITEM COLOR: SEE ABOVE		EA	2.07	2,587.50
1	0.000000	SU SET UP		EA	65.00	65.00
1	0.000000	EPR EMAIL PROOF CHARGE		EA	0.00	0.00

Subtotal	2,652.50 USD
Freight/Handling	52.69 USD
Sales tax	256.99 USD
Total	2,962.18 USD
Balance	2,962.18 USD

Thank you for your order. We appreciate your business! Help us serve you better! Please take our online survey at <http://www.halo.com/survey>.

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an underrun or overrun of not more than 10% be billed pro-rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us due to audits per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent / authorization of HALO. All claims must be made within 10 days of merchandise receipt. **Shipping Liability :** This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payments terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per month until payment is made. Purchaser also agrees to pay all necessary collection and reasonable legal fees in the event of default or of failure to pay for goods sold and delivered.

Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <https://www.halo.com/ppe-terms.aspx> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection please Visit our secure online payment portal, <https://www.halo.com/payonline> or call 815-548-9198 for all credit card payments.

Invoice Number: 2021000007431
Invoice Date: 5/23/21
Invoice Total: 2,962.18
Customer Order #: 1000012535
Bill To Customer #: 1003751

PLEASE MAKE CHECKS PAYABLE TO :
HALO BRANDED SOLUTIONS, Inc
3182 Momentum Place
Chicago, IL 60689-5331

IF SENDING WIRE TRANSFER:
HALO Branded Solutions, Inc.
Acct #: 7239511822
Bank Name: Fifth Third Bank
ABA: 042000314
Swift Code: FTBCUS3C

IF SENDING ACH:
HALO Branded Solutions, Inc.
Acct #: 7239511822
Bank Name: Fifth Third Bank
ABA: 071923909

Please email your remittance to : remittances@halo.com

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Promotion of event through Main Street Canoga Park	\$ 5,000	\$ 45,000
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
DCA/LA, Warner Center News, Gaspar Insurance, Amazon MGA and Coke	\$ 60,000	\$ 45,000
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 11 / 07 / 21 10b) Date Funds Required: 11 / 01 / 21 10c) Expected Completion Date: 11 / 07 / 21
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Mary Paterson	Agent of Service

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Nora Ross President  9/15/21
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Joellen Ammann Secretary  9/15/21
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Minutes
Main Street Canoga Park
Board Meeting
August 16, 2021 - 6:00pm

Board of Directors: Nora Ross, Mary Paterson, Miguel Fernandez, Arely Rodriguez-Esqueda, Jessie Juarez,

AGENDA

Call to Order: Nora Ross called the meeting to order at 6:00pm

Roll Call: Present: Nora Ross, Mary Paterson, Miguel Fernandez, Arely Rodriguez-Esqueda, and Jess Juarez

Absent:

Item No. (1) Election of 2021-2022 Board Members

Motion made by Nora Ross to remove Mary Paterson and Secretary of Main Street Canoga Park. 2nd Miguel Fernandez. Approved

Motion made by Nora Ross to add Joellen Ammann as Secretary of Main Street Canoga Park. 2nd Arely Rodriguez-Esqueda. Approved.

Item No. (2) Signatures on MSCP Bank Account

Motion made by Mary Paterson to add Nora Ross as a signature to the MSCP Wells Fargo Bank Account. 2nd Miguel Fernandez. Approved

Item No (2) Dia De Los Muertos

Motion made by Mary Paterson to continue the annual festival within COVID Guideline on Sunday, November 7th, 2021 from 10 am- 5:00 pm. 2nd Joellen Ammann. Approved

Adjourned: Nora Ross adjourned the meeting at 6:55pm.

Minutes: submitted by Secretary, Joellen Ammann

2021 Projected Budget Ordinary Income/Expense	Dia de los Muertos Jan - Dec 21
Income	
4000 · Sponsor Income	40,000.00
4040 · Donations	0.00
4120 · Sponsor Booths (non-sales)	16,500.00
4140 · Food Vendors	6,000.00
4155 · Tickets	0.00
4160 · Parking Income	0.00
Total Income	62,500.00
Expense	
5510 · Salaries	
6060 · Bank Charges	500
6080 · Catering, Food & Concessions	1,000.00
6090 · Commissions	0
6200 · Equipment Rental	15,000.00
6190 · Fireworks	0.00
6215 · First Aid Booth	200
6220 · Annual Gala/Fundraiser	0
6240 · Insurance	1,873.00
6250 · Janitorial Expenses	0.00
6310 · Marketing & Public Relations	1,650
6410 · Office Supplies & Expenses	500
6420 · Outside Services	1,800.00
6430 · Parking	0.00
6460 · Performers	4,000.00
6465 · Permits & License	5,000.00
6490 · Printing & Publications	500
6530 · Repairs & Maintenance	334
6550 · Security	8,500.00
6560 · Signs & Banners	2,500.00
6570 · Sound & Lights	3,000.00
Total Expense	46,357.00
Net Ordinary Income	16,143.00

2021 CPNC Budget Ordinary Income/Expense	Dia de los Muertos Jan - Dec 21	
Income		
4000 · Sponsor Income/CPNC	\$	5,000.00
4040 · Donations	\$	-
4120 · Sponsor Booths (non-sales)	\$	-
4140 · Food Vendors	\$	-
4155 · Tickets	\$	-
4160 · Parking Income	\$	-
Total Income	\$	5,000.00
Expense		
5510 · Salaries 6060 · Bank Charges	\$	-
6080 · Catering, Food & Concessions	\$	-
6090 · Commissions	\$	-
6200 · Equipment Rental	\$	1,500.00
6190 · Fireworks	\$	-
6215 · First Aid Booth	\$	-
6220 · Annual Gala/Fundraiser	\$	-
6240 · Insurance	\$	-
6250 · Janitorial Expenses	\$	-
6310 · Marketing & Public Relations	\$	1,500.00
6410 · Office Supplies & Expenses	\$	-
6420 · Outside Services	\$	-
6430 · Parking	\$	-
6460 · Performers	\$	2,000.00
6465 · Permits & License	\$	-
6490 · Printing & Publications	\$	-
6530 · Repairs & Maintenance	\$	-
6550 · Security	\$	-
6560 · Signs & Banners	\$	-
6570 · Sound & Lights	\$	-
Total Expense	\$	5,000.00
Net Ordinary Income	\$	-

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 25 2005

MAIN STREET CANOGA PARK
21500 WYANDOTTE ST STE 117
CANOGA PARK, CA 91303-0000

Employer Identification Number:
91-2078141
DLN:
17053092964095
Contact Person:
GREGORY K OLWINE ID# 31382
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated FEBRUARY 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 27 2002

MAIN STREET CANOGA PARK
21500 WYANDOTTE STREET STE 101
CANOGA PARK, CA 91303

Employer Identification Number:
91-2078141
DLN:
602056038
Contact Person: MARK BRECKNER ID# 95217
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
July 14, 2000
Advance Ruling Period Ends:
December 31, 2004
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

MAIN STREET CANOGA PARK

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on our exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or their participation in, fundraising activities for charity.

Contributions to you are deductible by donors beginning July 14, 2000.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as

Letter 1045 (DO/CG)

MAIN STREET CANOGA PARK

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

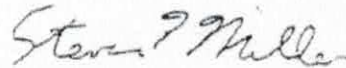
If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Steven T. Miller
Director, Exempt Organizations

Letter 1045 (DO/CG)

MAIN STREET CANOGA PARK

As a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

Letter 1045 (DO/CG)

Monthly Expenditure Report



Reporting Month: December 2021 Budget Fiscal Year: 2021-2022

NC Name: Canoga Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32394.66	\$1510.79	\$30883.87	\$628.64	\$0.00	\$30255.23

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$16000.00	\$1510.79	\$9883.87	\$628.64	\$9255.23
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$21000.00	\$0.00	\$16000.00	\$0.00	\$16000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9605.34	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_canogap	12/02/2021	Google Suite	General Operations Expenditure	Office	\$160.79
2	AARON DEVANDRY - CON	12/18/2021	Agenda posting	General Operations Expenditure	Office	\$150.00
3	AARON DEVANDRY - CON	12/18/2021	Agenda posting	General Operations Expenditure	Office	\$150.00
4	AARON DEVANDRY - CON	12/18/2021	Agenda posting	General Operations Expenditure	Office	\$150.00
5	AARON DEVANDRY - CON	12/18/2021	aaron.devandry@gmail.com	General Operations Expenditure	Office	\$150.00
6	AARON DEVANDRY - CON	12/18/2021	aaron.devandry@gmail.com	General Operations Expenditure	Office	\$150.00
7	AARON DEVANDRY - CON	12/18/2021	aaron.devandry@gmail.com	General Operations Expenditure	Office	\$150.00
8	AARON DEVANDRY - CON	12/18/2021	aaron.devandry@gmail.com	General Operations Expenditure	Office	\$150.00

9	AARON DEVANDRY - CON	12/18/2021	Agenda posting	General Operations Expenditure	Office	\$150.00
10	AARON DEVANDRY - CON	12/18/2021	Agenda posting	General Operations Expenditure	Office	\$150.00
Subtotal:						\$1510.79

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Brian Mallasch	09/15/2021	Approval of reimbursement for Brian Mallasch for \$628.64 for paying for CPNC Google Suites	General Operations Expenditure	Office	\$628.64
Subtotal: Outstanding						\$628.64

Canoga Park Neighborhood Council
Board Standing Rules & Committee Guidelines
As of _____

Note: Adaptation of Venice Standing Rules compiled for draft purposes and subject to review and modification.

1. Ad Hoc Committees

All ad hoc committees are strictly advisory only to the Board of the CPNC and shall:

- a. Have a mission statement approved by the Executive Committee.
- b. Report their minutes regularly to the Executive Committee, including committee members and meeting attendees.
- c. Have a specific period of service approved by the Executive Committee.
- d. Post agendas at posting sites and on the website no less than 72 hours prior to meeting.
- e. Have a Board member liaison assigned to their committee.

An ad hoc committee that does not have a sunset date associated with it will automatically be given a date 12 months from the date of their approval as an ad hoc committee by the Council. An ad hoc committee that has not met for 90 days shall be automatically terminated.

2. Budget Committee

Budget Committee nominations shall remain open pursuant to the existing CPNC election procedures until all positions are filled.

The Budget Committee shall develop criteria, subject to approval by the Board, for recommending Board allocation of budgeted Community Project funds. The Budget Committee shall consider all projects presented to them during the fiscal year and make recommendations for the expenditure of at most 2/3 of the total Community Projects budget at the final Board meeting before the conclusion of the fiscal year. The Budget Committee shall facilitate this process by compiling and maintaining a list of all known, Board recognized, neighborhood organizations in Canoga Park, and be required to notify each and those organizations via mail and/or email, on at least an annual basis, and at least 8 weeks before funds become available for distribution. Funding shall not be limited to the aforementioned neighborhood organizations.

The allocation of the remaining Community Projects budget may be recommended to the Board by the Budget Committee throughout the fiscal year on a project by project basis based on the above referenced, Board approved criteria. All recommendations for allocation of Community Project funds must also receive Budget Committee review and approval prior to consideration by the Board.

3. Community Improvement Project Funding Guidelines

The Canoga Park Neighborhood Council as part of its mission to improve the quality of life within our community will be supporting community improvement projects out of its yearly allocation of funds from the City of Los Angeles.

Two thirds of these community improvement funds will be distributed through a review process coordinated by the CPNC Budget Committee with final recommendations confirmed by the CPNC Board. The remaining one third of community improvement funds will be distributed directly by the CPNC Board.

The Board portion of community improvement funds can only be used for Board generated projects or sponsorship of Board or Committee events. All applicants must complete the community improvement application packet which is basically the same as the one used by the Budget Committee for allocation of its portion of community improvement funds. Community improvement projects must directly benefit the Canoga Park community. Concerns about who and how many individuals will benefit will also be considered, along with issues of community access and fairness.

All projects must also conform to the funding guidelines of the Department Of Neighborhood Empowerment (DONE).

Projects may encompass a wide range. They can include, but are not limited to: The Arts, Beautification, Community Support, Education and Capital Improvements.

When submitting an application ask yourself the following questions:

- Is this a capital improvement project?
 - It should be on public property
 - There must be co-ordination with appropriate City agencies (i.e. Street Services, Fire, Rec & Parks & etc.)
 - Appropriate permits need to be in place

- Is this for program services (i.e. after school program, graffiti removal, etc.)?
 - If for a select group of individuals, the applicant must create a fair selection process to establish participants
 - The service program needs to be provided by a legitimate non-profit vendor. The CPNC or its members should not provide these services
 - If the item/service purchased is \$5000 or over, at least three informal bids/prices should be examined and presented. Effort should be made to secure the best prices.

- Is this for equipment and supplies?
 - Equipment and supplies can only be used for the benefit of the community
 - Equipment can not be turned into private property or salvaged with out prior approval by DONE
 - Purchases for private organizations need to benefit the local community. Purchases intended for private and or paid use are not allowed.

- Is this an Event?
 - Events must be open to the public
 - There should not be an admission charge
 - Discuss appropriate liability issues

Applicants requesting a percentage of funds as part of a larger project must submit proof of the commitment of all remaining funds at the time of application. All Community Impact Projects must be completed within one year of the date that the CPNC Board awards the funds. Any extension of a Community Improvement Project's approved project timeline must be approved by a majority vote of the Executive Committee .

4. Budget Committee: Community Improvement Project Funding Timetable

January

- January Release RFP (request for proposal) & Application forms. Start submission acceptance

February

- 2/15 Submission process closed
 - o Executive review by Budget Committee; Eliminate non-eligible projects
 - o Create a list of applicants to be invited to the public presentation

March

- Mid-March - Public presentation of projects (viewing open to all stakeholders) followed by a non-binding written poll of attendees.

April

- First week of April - Final ranking of projects by Neighborhood Committee
- Presentation of recommended projects to CPNC Budget committee at its April meeting. This is only to insure that projects conform to funding guidelines and is NOT to be a review of the merits or rankings.

May

- Presentation of recommended projects to CPNC Board
Date to be determined (May Board meeting)

June

- CPNC Board makes final selection
 - o Date to be determined (June Board meeting)

Notes:

All dates are approximate. The Budget Committee will announce the actual dates each year when the application process begins.

The May presentation and June selection will be automatically pre-agendized by the Executive Committee so that deadlines will not be missed.

The CPNC Board has the final word on the selection of projects. At their discretion they may choose to change award amounts, override and/or change the rankings as presented by the Budget Committee. However no funding may be given to applicants that did not go through the Neighborhood Committee process.

The Board may choose to increase the level of funding for a specific project by adding an amount from the one-third allocation of funds that it directly controls.

5. Planning and Land Use Committee:

(1) Projects which comply with the development standards of the local zoning rules and, where relevant, the Warner Center Specific Plan, or which the PLUC determines to be de minimis shall be placed on the board consent calendar without requiring a PLUC hearing or preparation of a PLUC report. The below form letter will be sent to the appropriate entities if the Board agrees with PLUC:

De Minimis Form Letter

Los Angeles City Planning Department
200 North Spring
Los Angeles, CA 90012-2601
Subject: CASE NO. (Insert Here)
Project Address: (Insert Here)
Applicant: (Insert Here)

Madam/Sir...: (Note: this will probably go to the ZA or planning staff person)
Please be advised that the Canoga Park Neighborhood Council’s Board of Officers, upon the recommendation of our Land Use and Planning Committee, has consented to take a position of “No Opinion, No Recommendation Without Prejudice” and not send a recommendation for action to Council District 3, Planning Department or any other governmental entity on the referenced planning case. However, we reserve the right to take a position at a later date in the event the project, as initially presented to the hearing authority, is changed .

Please provide a copy of the decision letter to the Canoga Park Neighborhood Council, or electronically to Board@Canoga ParkNC.org and PLUC@Canoga ParkNC.org.
Thank you for your attention to this matter.

Very truly yours,
Canoga Park Neighborhood Council
by _____ President

Cc: Applicant
Applicant’s Representative
CD3, Councilmember Bob Blumenfeld
Secretary
Chair- PLUC

6. Budget Committee

For information regarding budget processes, rules and forms, see:

7. Executive Committee

The Executive Committee does not address or consider the merits of proposed agenda items. Its function is to determine whether a proposed agenda item will be placed on the next Board meeting agenda. Any disputes with a decision of the Executive Board can be addressed at an appropriate time at the next CPNC meeting.

All CPNC agenda requests & supporting documents must be submitted to the Secretary no later than 7:00PM three (3) days prior to the posting deadline for the Executive Committee meeting (six days prior to said meeting). Any request not received by the Secretary as indicated above will not be considered and will be held until the next meeting. Please email supporting documents in digital format with the item title in the subject line.

- Board Members & Committees must use the Online Agenda Request Form.
- An Online Agenda Request Form must include contact information, item title, and fully drafted motions/letters. Incomplete or confusing motions or letters will result in the rejection of the item by the Secretary with notice to the person submitting the request & to the President.

Any letter requests shall include the names and addresses of proposed recipients. Proponents of the letter shall prepare it as decided by the board and email it to the President for review, edit and signature. The President shall return the approved version by email to the proponents with a copy to the Secretary for CPNC records. Proponents of the letter shall then copy and send the approved letter.

The chair of the Executive Committee may supersede this rule.

8. Meetings

All sign in sheets shall state that furnishing of any information is voluntary.

Speaker cards shall have an ‘in lieu of speaking’ option and shall become part of the permanent record. Choice of the ‘in lieu of speaking’ option means that opposition or support will be tallied and the tally shall be announced to the board prior to any action by the board; comments shall not be read out loud.

Canoga Park Neighborhood Council Committee meeting agendas shall contain the following statement:

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at th at our website by clicking on the following link: _____ or at the scheduled meeting.

In addition, if you would like a copy of any record related to an item on the agenda, please contact the CPNC secretary.

9. Meetings: Code of Civility

a. Collectively and individually, the members of the Board of Officers, the Parliamentarian, Ad-hoc committee chairs, and all members of Standing and Ad hoc committees of the Canoga Park Neighborhood Council agree to abide by the following Code of Civility to ensure that our Canoga Park Neighborhood Council’s business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Canoga Park Neighborhood Council.

b. The freedom to express one's views about public matters is a cornerstone of the democratic process. The Canoga Park Neighborhood Council welcomes the diverse views and opinions of our board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

c. We collectively and individually agree to abide by the following Code of Civility to the best of our abilities:

1. I will conduct myself in a professional and civil manner at all times as a representative of the Canoga Park Neighborhood Council.

2. I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.

3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.

4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.

5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.

6. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.

7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws.

9. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and will not knowingly violate any of the above.

10. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.

11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.

12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.

13. I pledge to truly listen to and hear other points of view.

14. I will practice the art of being able to disagree without being disagreeable.

15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.

16. I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.

17. I owe it to my fellow board members, the public, and the decision- makers who we are trying to influence to make the best possible effort to understand the issues before me. I will “do my homework”.

10. Meetings: Code of Ethics

Any member of the Board of Officers of the CPNC who has a financial or material pecuniary interest in an item, as defined by State, Federal or local laws, shall recuse themselves from voting on any item in question.

Board members must receive a certificate of completion for the mandated Ethics training within 55 days of taking office, whether by appointment or election, or they will be prohibited from voting on any land use issues or financial expenditures of any city funds. This Standing Rule shall also apply to all members of the Budget Committee and Land Use and Planning Committee.

11. Meetings: Rules of Decorum

a. Rules of Decorum. During a meeting of the Canoga Park Neighborhood Council or any of its Standing or Ad Hoc Committees, there is the need for civility and expedition in the carrying out of public business in order to ensure that the public has a full opportunity to be heard and that the Council or Committee has an opportunity for its deliberative process. While any meeting of the Canoga Park Neighborhood Council or any of its Standing or Ad Hoc Committees is in session, the following rules of decorum shall be observed.

1. All remarks shall be addressed to the Council or Committee as a whole and not to any single member, unless in response to a question from a member.

2. Persons addressing the Council or Committee shall not make personal, impertinent, unduly repetitive, slanderous or profane remarks to the Council or Committee, any member of the Council or Committee, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any Council or Committee meeting.

3. No person in the audience at a Council or Committee meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council or Committee meeting.

4. Signs, placards, banners, or similar items shall not be permitted at any time in the Council or Committee meeting room.

5. Unless addressing the Council or Committee or entering or leaving the Council or Committee meeting room, all persons in the audience shall remain sitting in the seat provided.

6. No person shall stand or sit in the center aisle, nor shall the doorways be blocked. The Chair of the Council or Committee, with the assistance of a Police Officer of the Los Angeles Police Department, shall be responsible for maintaining the order and decorum of

meetings, as set forth more fully below.

b. Enforcement of Decorum of Speakers and Audience.

The Chair may request that a member of the audience or a person speaking during a public comment period who is violating the rules of decorum, comply immediately. If, after receiving a warning from the Chair, a person persists in violating the rules of decorum, the Chair shall order him or her to leave the Council or Committee meeting. Any person so ordered removed shall be excluded from further attendance at the meeting from which he or she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Council or Committee. If that person does not remove himself or herself, the Chair may request a Police Officer of the Los Angeles Police Department to remove that person from the Council or Committee meeting room pursuant to his or her lawful authority as a peace officer.

c. Penalties. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections. The Council or Committee by majority vote may prohibit a person removed on the basis of disruptive conduct from addressing the Council and its Committees for up to 30 days. The length of time of the prohibition shall be based on the number and severity of prior incidents of disruptive conduct.

12. Grievances and CPRA Requests

A. Grievances

The Chair of the Grievance Committee has discretion to determine whether a grievance is actionable. Any grievance not alleging an adverse effect by a decision of the Board shall be deemed non-actionable and denied by the Chair with prejudice without a hearing.

An actionable grievance shall be heard by a panel of not more than five Board members appointed by the Chair of the Grievance Committee. It shall be heard and disposed of by the Board within sixty days.

A hearing conducted by a Grievance Chair and appointed individual or a panel of individuals shall be informal and shall use a set of procedures determined by and at the discretion of the panel of Board members hearing the matter except that the set of procedures shall include:

- (i) a limited amount of uninterrupted time not to exceed five minutes for each party to present his/her perspective;
- (ii) time for questions of the parties by the hearer(s); and
- (iii) time for discussion by the hearer(s) to reach a decision. The decision shall include findings and a determination to be recommended to the Board for its review and disposition.

The parties to an actionable grievance (ie, the aggrieved persons or persons and the person or persons who are alleged to have acted so as to aggrieve the aggrieved person or person) may agree in writing, delivered to the Chair, to have the matter heard or mediated by an individual or a panel of individuals selected by and agreeable to them, in which case the timing and decision of the matter shall be final and not subject to further review by the Grievance Committee or the Board. If the parties agree to mediation which fails to achieve a settlement, the mediation shall immediately be converted into a hearing and disposed of under the terms of this paragraph. In conducting a hearing, the persons hearing the matter are encouraged to use, at a minimum, the procedures outlined above, modified in their discretion to meet the needs of the situation.

13. Principles of Representation

I. The Board trusts and expects Board Officers and Committee Members to adhere to the following principles of representation:

a. No Board Officer or Committee Member, and no independent organization or individual, unless authorized in writing by the President of the CPNC to do so, may in any way:

(i) Use the CPNC logo or letterhead or stationery for any purpose; or

(ii) Claim to represent the CPNC in any forum except:

- to present, verbatim, motions that have been considered and acted upon by the Board and which have not been subsequently repealed by the Board or superseded by a subsequent motion of the Board; and
 - to correct misunderstandings or to respond to questions related thereto.
- This rule shall not apply to the President of the CPNC.

b. Any Board Officer or Committee Member may identify themselves as such in any forum. If doing so in support of or in opposition to a matter being considered in a non-CPNC forum, s/he shall make clear that s/he is representing her/himself personally and is not representing the CPNC or a CPNC Committee. If the Board has considered and acted upon a motion dealing with a matter under consideration in a non-CPNC forum, the nature and disposition of the motion considered by the Board shall be disclosed.

II. Subject to approval of the Board, the CPNC President shall appoint 5 stakeholders to serve as a Conflict Resolution Committee ("CRC") and shall designate one of them as Chair for the purpose of hearing complaints alleging violations of the above principles of representation as follows:

a. A written complaint shall, within 15 calendar days of receipt by the Secretary, be referred to the Chair. If the Chair determines that the complaint qualifies as a violation, then the Chair shall schedule a hearing within 60 days by giving written notice to all parties which shall include the following:

- The complaint, and the date, time, and location of the hearing;
- The hearing rules as established and approved by a majority of the CRC and as ratified by the Board; and

- A statement that the CRC strongly encourages the parties to attempt to settle their dispute by mediation before a mutually acceptable neutral third party of their choice; said statement shall include a non-inclusive CRC-compiled list of neutrals as an assist.

b. At a minimum, the hearing rules shall be informal and shall allow each party to present arguments and to call and question witnesses. Court rules of evidence and procedure shall not apply.

c. The Chair, or an acting Chair as below selected, shall preside at the hearing, and the hearing panel shall be comprised of a minimum of the Chair (or acting Chair) and 2 other CRC members. In the event that the Chair deems himself/herself to have a conflict, the other members of the CRC shall appoint an acting Chair for that hearing only.

d. Within 15 calendar days after the hearing, the Chair shall notify all parties and the President and Secretary in writing of the decision. Within 7 calendar days following transmission of the decision to the parties, a party may appeal the decision to the Board by written request to the Secretary. The request must include grounds for appeal. The decision and any appeal will be heard by the Board within 60 calendar days of receipt of the decision or an appeal by the Secretary. The Board may adopt or amend or overturn a decision of the CRC by majority vote. The decision of the CRC, as amended by the Board, will be final and a synopsis shall be posted on the web for one month and published in the next CPNC newsletter.

14. Vacancies

Officers selected to fill vacancies under the Bylaws of the CPNC shall serve as Board Officers until confirmed or replaced as specified therein.

15. Vacancies: Treasurer

The President, in the event of a vacancy in the Treasurer position, may appoint a stakeholder (including CPNC Officers, with the exception of the President) as a "Fiscal Agent" pro-tempore. The Fiscal Agent will perform the duties of the Treasurer until a Treasurer is duly elected.

16. Procedure for Board Consideration of Consent Calendar Items

Consent Calendar Items are motions of Standing Committees considered to be routine by the Executive Committee. Board approval of the Consent Calendar constitutes approval of all motions contained therein.

There will be no separate discussion of Consent Calendar motions unless a Board Member or a member of the public requests removal of the items from the Consent Calendar, in which case the Chair will place the item on the regular agenda where the Chair deems appropriate. Anyone wishing to contest a Consent Calendar item on the Board agenda must appear in person at the Board meeting and explain to the Board the reason the item is contested.

17. Publication of Events

The Canoga Park Neighborhood Council MAY publicize the events, activities, announcements and information from the Departments, Agencies and Officeholders of the City of Los Angeles, the County of Los Angeles, the State of California and the Federal Government of the United States of America. The events and activities of other organizations may be publicized by the Canoga Park Neighborhood Council only if the CPNC Board of Directors agrees to sponsor or endorse such events, activities or organizations.

18. Dispute Resolution Service

Upon request by affected parties to a Canoga Park-related dispute, the CPNC will provide facilitation assistance to negotiations between them by maintaining and web-posting a list of willing facilitators from which the parties may choose and arrange appropriate meetings at their mutual convenience.

20. CPNC Vision Goals

To stimulate the vitality of the CPNC, the Board and CPNC Committees are encouraged to consider the below CPNC Vision Goals in their deliberations.

Although the CPNC is a political body, and inevitably it may become embroiled in issues that divide the community, these goals are designed to promote a more proactive, collaborative vision for CPNC Committees to include in their deliberations as they formulate recommendations for Board consideration. The intent is to create a working framework of integrated strategies capable of achieving, over time, broader consensus and increased:

Focus on Children: Consider strategies that promote and expand opportunities for children to experience direct meaningful involvement in all aspects of the social and economic and cultural activities of the Canoga Park Community. Include this Focus on Children as an integral part of the consideration of strategies in all of the below Vision Goals.

Participation: Consider strategies that encourage & facilitate broader involvement of stakeholders, major organizations, community groups, and government institutions, etc.

Walkability: Consider strategies that reduce the use of cars and that promote alternatives such as walking, skateboarding, biking & bike racks, circulation systems (trolleys), park & ride rather than additional parking, street-narrowing/sidewalk widening, walk/bike/skateboard

lanes separated from traffic, easier neighborhood pedestrian access to commercial stores, etc.

Diversity: Consider strategies that encourage & facilitate realistic recommendations designed to increase economic diversity, including affordable housing, etc.

Creativity: Consider strategies that promote the arts, encourage & facilitate creativity. This can apply to architecture, public art, social events (neighborhood gatherings/street movies/theatre/dance/pottery/...), etc.

Collaboration: Consider strategies that encourage & facilitate 'level playing fields' for collaborative negotiation; opt for procedures & policies that 'promote flexibility & dialogue' over 'reacting defensively to rigid criteria', facilitation/mediation training, etc.

Brainstorming: Consider strategies that encourage & facilitate exploring of non-traditional options for achieving shared objectives, etc.

20. Limitation on Ratification of Bylaw Amendments

The Board cannot modify the same bylaw amendment or an amendment that addresses substantially the same issue in any six month period.

21. Posting of agendas, meeting notices and Minutes. The CPNC Committee Chairs are responsible for posting agendas and meeting announcements for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils. The CPNC Secretary is responsible for producing accurate minutes of Stakeholder, Board of Officers and Executive Committee meetings. The CPNC Standing & Ad Hoc Committees chairs are responsible for producing accurate minutes of their respective committees. The CPNC Secretary and the CPNC Standing & Ad Hoc Committees chairs are responsible for public posting of minutes on the CPNC website no later than seven(7) days after the meeting at which they are approved but not more than 45 days after the meeting at which the minutes were taken.

22. CPNC website posting authority

The CPNC President, and Vice President shall have universal authority to change the CPNC web site.

23. Outreach Chair Duties / Responsibilities

Mission: To engage the broad spectrum of Stakeholders for collaboration and deliberation on matters affecting the community including events, issues and projects.

1. Chair Outreach Committee Meeting and Maintain Outreach Committee web page.
Holds regular monthly meetings and special meetings as needed.

Creates Outreach Committee meeting agenda and ensures the posting of the agenda and minutes in accordance with the Brown Act and CPNC policy.

2. Organize quarterly Stakeholder meetings and special events.

3. The Event Producer (appointed by the Outreach Chair) provides continuity of supervision, expert knowledge, communications coordination and a single point of responsibility for all Outreach events. The Event Producer oversees all areas of the events including approval of expenditures, programming, promotion, and physical arrangements.

Event content and planning is often delegated to one of the CPNC's Standing or Ad- Hoc Committees. During the first stages of planning for each Town Hall, the Outreach Officer and Event Producer meet with those helping to organize the event and an event plan is agreed to and put in writing.

4. Coordinate CPNC Tabling Activities

The Outreach Committee staffs a table at events throughout the year. The tables distribute literature about CPNC and City events, issues and services; provide for direct interaction between stakeholders and CPNC representatives; and provide a means for stakeholders to sign up for CPNC emails.

a. Canoga Park Farmers' Market (currently weekly on Saturdays)

b. Other regularly-scheduled tables are located at the Memorial Day Parade, Dia de las Muertos, and other events as determined by the Board or Outreach Chair.

5. CPNC Press Releases and email blasts: Coordinate the design, printing and distribution of CPNC literature such as press releases, email blasts, and descriptive pamphlets.

The Outreach Chair is responsible for providing and distributing all press releases and edited content for email blast articles. All press releases and email blast articles must be approved by the President. The Outreach Chair is also responsible for relationships with the press, ensuring that the press has access to the Board as necessary, answering press questions and conducting outreach to the press.

6. CPNC Newsletter. Ensures that a printed newsletter is prepared according to a schedule determined by the Board; works closely with the Newsletter Editor (appointed by the Outreach Chair) to determine editorial budget and helps with copy-editing newsletter content. Responsible for relationships with newsletter vendors (layout, print, distribution), expediting payments and troubleshooting problems.

7. Outreach Budget Works with the Treasurer to budget for Outreach activities. Monitors expenses charged to Outreach budget.

24: Board Absences Defined.

A full meeting's attendance by a Board member is defined as more than half the duration of the entire meeting. The Secretary shall keep a record of the arrival and departure times of all Board members.

25 – Board and Committee Agenda Posting Policy

1. The agenda shall be posted or linked on the appropriate Board or Committee web page and posted or linked on the Calendar on the CPNC website.

2. Posted at the Canoga Park Community Center as the 24 hour accessible site, and the Canoga Park Library. A copy of all regular and special Board and Committee agendas shall be submitted to the Department of Neighborhood Empowerment at: NC Support ncsupport@lacity.org to be posted through the Early Notification System (ENS).

26 – 24 Hour Notice “Special Meetings”

All 24 Hour Notice “Special Meetings” shall require written pre-approval by the CPNC President or Vice President or a designee appointed by the President.

37 – Paper Records Retention Policy

Paper records of the CPNC do not need to be retained for more than five years.