

**TARZANA
NEIGHBORHOOD COUNCIL**

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CALIFORNIA



**TARZANA
NEIGHBORHOOD COUNCIL**

C/O Department of Neighborhood
Empowerment

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**TARZANA NEIGHBORHOOD COUNCIL
SPECIAL BOARD MEETING**

Monday, February 17, 2014 6:30 PM
Tarzana Community and Cultural Center
19130 Ventura Blvd, Tarzana 91356
(Corner of Ventura Blvd and Vanalden Ave)

Kathy Delle Donne, President

The public is requested to fill out a “**Speaker Card**” to address the Board on any item of the agenda prior to the Board taking 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 is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of 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 72 hours prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 978-1551 or by e-mail at info@empowerla.org.

1. Call to order and introductions
2. Public Comments – Comments from the public on non-agenda items within the Committee’s subject matter jurisdiction. Public comments limited to three minutes per speaker.
3. **Poster Paper** – Resolved that based on the recommendation of the E&E Committee, the TNC approve an amount not to exceed \$725.00 from the Outreach/Earth Day event budget for the purchase of poster paper. Based on a projected cost of 70 plus pads of watercolor paper at \$8.39 per pad at Office Depot (item #344349). **Action Item**
4. **Poster Labels** – Resolved that based on the recommendation of the E&E Committee, the TNC approve an amount not to exceed \$200 from the Outreach/Earth Day event budget for the purchase of labels. Based on a projected cost of 19 plus packages of Avery 4” x 6” labels (40 per pack) at \$8.99 package at Office Depot (item #112771). **Action Item**
5. **Banners** - Resolved that based on the recommendation of the E&E Committee, the TNC Board approve an amount not to exceed \$225. from the Outreach/Earth Day event budget for the purchase of banners. Based on last year’s cost of \$214.73. **Action Item**
6. **Award Certificates** - Resolved that based on the recommendation of the E&E Committee, the TNC approve an amount not to exceed \$70. from the Outreach/Earth Day event budget for the purchase of parchment specialty paper. Based on a projected cost of 2 boxes of parchment paper 8 ½”x 11” ivory, 500 per box at Office Depot (item #388681). **Action Item**
7. **Flyers** - Resolved that based on the recommendation of the E&E Committee the TNC approve an amount not to exceed \$750 from the Outreach/Earth Day event budget for the purchase of flyers. Based on last year’s cost for fewer flyers of \$639.29 at Fast Signs. **Action Item**
8. **Poster Hanging Supplies** - Resolved that based on the recommendation of the E&E Committee, the TNC approve an amount not to exceed \$150 from the Outreach/Earth Day event budget for the purchase of tapes and markers. Based on last year’s cost of \$48.06 at Target for hanging 400 pieces of art and this year’s projected number of 1,180 posters. **Action Item**
9. **Poster Hanging Supplies** - Resolved that based on the recommendation of the E&E Committee, the TNC Board approve an amount not to exceed \$100 from the Outreach/Earth Day event budget for the purchase of twist ties. Based on last year’s cost of \$28.74 at Home

Depot for hanging 400 pieces of art and this year's projected number of 1,180 posters. **Action Item**

10. **Award Ribbons (1st place, 2nd place, 3rd place)** - Resolved that based on the recommendation of the E&E Committee, the TNC approve an amount not to exceed \$200 from the Outreach/Earth Day event budget for the purchase of award ribbons. Based on last year's cost of \$97.63 at World's Greatest Prom. Stuff for 4 schools (1st, 2nd, 3rd place ribbons for each grade level, plus Grand Prize ribbon, Honorable Mention ribbons) and this year's participation of 5 schools with more grade levels. **Action Item**
11. **Award Ceremony Attendees** - Resolved that based on the recommendation of the E&E Committee, the TNC approve an amount not to exceed \$50 from the Outreach/Earth Day event budget for the award ceremony participants. Based on attendance at last year's event and costs at Vons for cookies, and similar items. **Action Item.**
12. **TNC Candidates Forum** – Resolved that based on the recommendation of the Outreach Committee, the TNC approve an amount not to exceed \$150. from the Outreach/Election budget for refreshments at a TNC Candidates Forum to be scheduled prior to Election Day on March 16, 2014. **Action Item**
13. **Election Flyers** – Resolved that based on the recommendation of the Outreach Committee, the TNC approve an amount not to exceed \$340. from the Outreach/Election budget for flyers to promote the TNC election. **Action Item**
14. **Election Banners** – Resolved that based on the recommendation of the Outreach Committee, the TNC approve an amount not to exceed \$75. from the Outreach/Election budget to change the date & time on the banners that were used for the 2012 TNC election. **Action Item**
15. **Food on Election for Poll Workers** – Resolved that based on the recommendation of the Outreach Committee, the TNC approve an amount not to exceed \$250. from the Outreach/Election budget for food for the poll workers at the TNC election on March 16th. **Action Item**
16. **Miscellaneous Election Expenses** – Resolved that based on the recommendation of the Outreach Committee, the TNC approve an amount not to exceed \$300. from the Outreach/Election budget for miscellaneous election expenses such as water for the candidates & families who choose to wait past the 100 foot mark (Location in 2012 election was near I-Hop), tent rental in case of inclement weather and other unforeseen election expenses that may be needed in order to insure a successful TNC election. **Action Item**
17. Committee Member Comment - Comments from Board on subject matters within the Board's jurisdiction.
18. Future Agenda Items and other Calendar Events
19. Adjournment

For more information about the Tarzana Neighborhood Council visit our web site at www.tarzananc.org

Any materials that may be distributed to a majority of the Committee less than 72 hours prior to the above scheduled meeting are available for review by the public at 19040 Vanowen Street, Reseda, CA 91335

Process for Reconsideration – Reconsideration of Board actions shall be in accordance with the Tarzana Neighborhood Council bylaws.