

**A. Approval of Minutes:** Board Meeting – March 12, 2024 (5 minutes)

CITY OF LOS ANGELES  
CALIFORNIA

**Neighborhood Council  
Governing Board Officers:**  
President - Dena Weiss  
Vice President - Tracey Rosen  
Treasurer - Heath Kline  
Secretary - Karen DiBiase  
Parliamentarian-Don Patterson



WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los  
Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**MINUTES**  
**Regular Full Board Meeting**

**City of Los Angeles Fire Station #84,  
in the Community Room**

**21050 Burbank Blvd., Woodland Hills, CA, 91367**

**March 13, 2024**

**6:30 p.m. - 9:30 p.m.**

**IN-PERSON BOARD MEETING**

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Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico [www.whcouncil.org](http://www.whcouncil.org) para avisar al Concejo Vecinal.

**\*PUBLIC INPUT ON AGENDA ITEMS** – The public may 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. *Public comment is limited to (1) minute per speaker unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.*

**\*PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - 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.

Board Members:

- Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
- Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell
- Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
- Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Vacant seat for Alternate
- Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
- Area 6 –William Barnett, Heath Kline, Bobby Wasserman, Janice Mendell
- Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan
- At-Large – August Steurer, Vacant Seat for Alternate
- Youth Member – Vacant seat

**AGENDA**

Call to Order – *Dena Weiss, 6:33pm*

Pledge of Allegiance – *Paul Lawler*

Roll Call – *Karen DiBiase*

*Quorum at time of meeting called to order: 25*

*Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Jayce Baron, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnette, Heath Kline, Bobby Wasserman, Janice Mendel, Schyler Katz, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer*

*Absent: Reina Cerros-McCaughey, Julie Waltrip, Kate Kennedy*

**Public Announcements:**

Office of Councilmember Bob Blumenfield – *rep not present*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniel Vicente, Rep, Dena read his email of updates.*

*1) There will be a Town Hall on April 22 on the Budget*

Empower LA – *Prabhjot Chamber, Rep for WHWCNC*

*1) Anti Bias Training is now available for all on-line*

*2) Training for all is important, and is available on CornerStone*

*3) Code of Conduct will need to be taken again. The program was amended.*

**General Public Comment, by the Public, on Non-Agenda Items:**

*General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the fire station venue.*

*1) Blood Drive on 3-24-24, location: Apt Homes*

*2) Budget Advocate: Presentation on budget via zoom on March 23, 10am. Focus on budget process and how to participate.*

*3) Earth Day Open House by Valley Alliance, on 3-24-24*

## **I. Organization, Operation, Policies, & Procedures:**

**All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.**

**Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.**

### **A. Approval of Minutes: Board Meeting – February 15, 2024**

See posted support document

**Motion:** Dena Weiss, Second: Heath Kline

**NOTE:** Per Dena Weiss, approval of the Minutes will be continued to the next month's board meeting.

### **B. Officer Reports**

**President – Dena Weiss** – *The Board Retreat is on March 30<sup>th</sup>. The theme for the month is “Resilient”. We are stronger, bigger and better than before, after a tough 2023 year.*

**Vice President – Tracey Rosen** – *We are in the process of setting up new committees: Government Relations and Arts&Culture. We need 3 NC board members on each committee to get started.*

**Treasurer – Heath Kline** – *Will include comments and funding when we discuss the MER on the agenda.*

**Secretary -Karen DiBiase** – *Training is important. Welcome to our new board members.*

**Parliamentarian – Don Patterson** -

**NOTE:** *Please check your NC email to make sure it is working and have a forward you your personal email, if you choose.*

## **2. Items for Discussion and Possible Action:**

### **Item No. 1**

**Heath Kline, Treasurer**

**(24-027) Approval of MER for February, 2024**

*For discussion and possible action:*

Motion for the Board to approve the February 2024 Monthly Expense Report (MER).

See February MER (39 pages) included in supporting documents.

**Motion:** Heath Kline, Second: Karen DiBiase

**NOTE from Treasurer:** *The MER shows how all expenditures were spent during the month. The City Clerk has advised us that office supplies will now need a separate vote of approval from the board, so several previous pre-approved items may need to be brought back next month.*

## Roll Call Vote

**PASS** Yes: 21 No: 0 Abstain: 1 Ineligible: 3 Total: 25

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- NO:
- ABSTAIN: Chris Waddy
- INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Janice Mendel (Alt)

### Item No. 2

#### Dena Weiss, Chair of Governance Committee

#### (24-028) Stakeholder Appointment to Area-4 Alternate Representative Seat

*Discussion and possible action:*

Motion for the Board to appoint Aava Dekordi to be the Area-4 Alternate Representative.

Qualification vetted at Governance Committee: vote- unanimous (5 Yes)

YES: Dena Weiss, YES, Heath Kline, Karen DiBiase, Don Patterson, Tracey Rosen.

**Motion:** Dena Weiss, Second: Don Patterson

## Roll Call Vote

**PASS** Yes: 22 No: 0 Abstain: 0 Ineligible: 3 Total: 25

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Janice Mendel (Alt)

### Item No. 3

#### Shelly Schwartz, Education Committee Member

#### (24-029) Motion to Approve \$3000.00 NPG Calabash Charter Academy Elementary School Friends of Calabash PTO

*For discussion and possible action:*

**WHEREAS,** The Education Committee received an NPG Application from the Friends of Calabash, Inc, dba Calabash PTO [Parent Teacher Organization] (PTO), the 501(c)(3) non-profit organization for Calabash Charter Academy Elementary School (Area 7- south of Ventura Boulevard and east of Valley Circle). The Education Committee voted to approve and is requesting funding of \$3,000 toward their cost of \$4,565 plus incidental travel costs to provide supplemental science education from Discovery Cube, an outside vendor. These on-campus STEM workshops are scheduled annually for a school day TBD in May 2024, and will happen regardless of how much funding the Neighborhood Council chooses to grant (see attached NPG & supporting documentation).

Mitra Hormozian, PTO Vice President provided the committee a detailed presentation of the elements of the program, including an invoice from the vendor costing \$11.00 per student for curriculum differentiated by grade level. Discovery Cube is the vendor, delivering hands-on science education for the past 35 years in STEM proficiency, early childhood education, healthy living, and environmental stewardship. Discovery Cube's education teams transform the typical teacher-centered classroom by executing workshops and assemblies that require students to actively engage in hands-on experiences and discovery to find solutions to everyday challenges. These real-world applications give learners an opportunity to identify science as a solution and as a force for good in their communities. This STEM program serves all 415 Calabash students: TK through 5th grade students including students with special educational needs; and,

Upon support of this grant request, Mitra Hormozian has conveyed that the PTO has offered NC recognition in their parental email blasts and the WHWC Neighborhood Council free space and an outreach table (we can bring our pop-up 10x10 booth setup – NC volunteers needed) at their Spring Carnival Saturday April 13, 2024, at the LDS Church off Mulholland (4501 Deseret Dr. WH, Ca 91364) from 12:00 pm to 4:00 pm; and,

**WHEREAS**, The WHWC Neighborhood Council has granted this request to the Calabash PTO in the past; and,

**WHEREAS**, The Education Committee, after receiving input and having discussion via Zoom at a properly noticed virtual meeting under SB-411 voted to recommend to the full Board passage and funding of the attached NPG; and,

**THEREFORE**, The Education Committee, moves-requests that the WHWCNC full board (1.) Approve the attached Calabash PTO NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding; and (2.) Rally our Area-7 Board Members, Outreach and Community Services Committees to help provide table items and booth support at the April 13th event and encourage many of our board members to sign up for volunteer time.

YES: Julie Waltrip, Heath Kline, Shelly Schwartz, Allan Biggins. ABSTAIN: Reina Cerros McCaughey. [4-YES, 1-ABSTAIN]

[See Calabash NPG \(17 pages\) included supporting documents.](#)

*Motion: Shelley Schwartz, Second: Dena Weiss*

### Roll Call Vote

**PASS** Yes: 22 No: 0 Abstain: 0 Ineligible: 4 Total: 26

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)

### Item No. 4

#### Tracey Rosen, Chair of Outreach Committee

#### (24-030) Motion to Approve up to \$275 for Printing Rack Cards

*Discussion and possible action:*

Motion to approve up to \$275 from the Outreach Events budget for the printing of 1,000 Rack Cards by Minute Man Press in Woodland Hills, or another local printer, to be distributed at Community Events to promote the Woodland Hills Warner Center Neighborhood Council and educate Stakeholders about our activities. The Community Outreach Committee voted in favor on February 26, 2024

PASS: YES: 5 NO: 0 ABSTAIN: 0 TOTAL: 5

YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers

[See posted support document](#)

*Motion: Tracey Rosen, Second: Heath Kline*

## Roll Call Vote

**PASS** Yes: 22 No: 0 Abstain: 0 Ineligible: 4 Total: 26

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)

## **Item No. 5**

### **Tracey Rosen, Chair of Outreach Committee**

#### **(24-031) Motion to Approve up to \$5,000 to purchase Promotional Items**

##### *Discussion and possible action:*

Motion to approve up to \$5,000 to purchase promotional items from Outreach budget line item in revised budget 4Imprint to be distributed at Community Events where the WHWCNC will be tabling. The \$5,000 will be taken from Outreach line item in the revised budget. The Community Outreach Committee voted in favor on February 26, 2024.

Because of a daily maximum charge of \$1,000 on the WHWCNC credit card, and because each item is custom manufactured to order, which may result in multiple items shipping on the same date and/or all different dates,



which may result in the need for the treasurer to obtain temporary daily spending limit increase(s) from the City Clerk. In addition, depending on when items ship on this order, combined with NCs other normal credit card spending, the treasurer may need to seek an override to the \$5,000 monthly spending limit on the NC credit card from the City Clerk. To facilitate working with the City Clerk on any needed overrides, the order will be divided and placed as follows:

- a. 2,000 WHWCNC 3”x3” Branded Sticky Pads up to \$1,000 (\$0.39 each + tax & shipping) \$937.71
- b. 550 Green WHWCNC Branded Value Grocery Totes up to \$1,000 (\$1.21 each + \$50 set-up, tax & shipping) \$980.48
- c. 1,000 WHWCNC Branded Hand Fans up to \$775 (\$0.56 + \$65 set-up, tax & shipping) \$747.46
- d. 650 WHWCNC Branded Sunglasses up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) \$953.61
  - e. 825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 set-up, tax & shipping

\$917.38 PASS: YES: 5 NO: 0 ABSTAIN: 0 TOTAL: 5

YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers

[See posted support document](#)

*Motion: Tracey Rosen, Second: Steve Sommers*

### **Roll Call Vote**

**PASS** Yes: 22 No: 0 Abstain: 0 Ineligible: 4 Total: 26

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)

### **Item No. 6**

#### **Dena Weiss, President**

#### **(24-032) Motion to Approve up to \$2,500 to purchase WHWCNC T Shirts**

Discussion and possible action:

Motion to approve up to \$2,250 for 100 screen printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in revised budget. This includes:

- a. 50 unisex American Apparel cotton navy T-shirts at \$10.79 each \$539.50 + tax Incl. screen printing of WHWCNC logo on front & back
- b. 50 women’s Next Level V-Neck cotton navy T-shirts at \$11.96 each \$598.00 + tax Incl. screen printing of WHWCNC logo on front & back
- c. 36 unisex Devon & Jones Performance Polos \$819.36 + tax Incl. embroidery of WHWCNC logo in front left corner

a. 10 unisex American Apparel cotton green T-shirts at \$10.79 each \$107.90 + tax for First

Saturday Incl. screen printing of WHWCNC logo on front & back

Order will be placed as individual line items to facilitate any over limit spending authorization(s) required from the City Clerk.

[See posted support document](#)

**Motion:** *Dena Weiss, Second: Geoffrey Hobson*

### **Roll Call Vote**

**PASS**    *Yes: 22      No: 0      Abstain: 0      Ineligible: 4      Total: 26*

- *YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)*

**Item No. 7**

**Heath Kline, Treasurer & Tracey Rosen, VP and Outreach Chair**

**(24-033) Motion to Approve \$400 Expenditure to renew our current annual Zoom licenses and acquire a second Zoom license**

*For discussion and possible action:*

**WHEREAS**, Empower LA [DONE] has previously negotiated a discounted bulk purchase agreement with Zoom on behalf of the 99 NCs at a cost of \$200.00 per license and covered the cost for the first license for each NC from their own budget. DONE has informed the WHWCNC that our current annual Zoom license is up for renewal in April, and going forward DONE will no longer cover this cost for NCs.

With the passage SB-411, NCs once again have the option to meet 100% remotely and invite public participation using Zoom (that was quite effective for this NC during the COVID health emergency) and NCs have options, with restrictions, under SB-411 and AB-2449 to conduct hybrid-remote and in person meetings with public participation using Zoom, that this NC has voted to do, and our full board has done using borrowed equipment at a successful test in December. Recently committees of the NC have conducted successful 100% remote meeting using our Zoom license.

Prior to COVID the WHWCNC has occasions to have multiple committees meet at the same time in person. However, had scheduling difficulties and conflicts during COVID with only one Zoom licensee to share-use. Zoom has also been used by board members to carry out their collaborative implementation duties efficiently.

**THEREFORE**, the NC treasurer is directed to (a.) Renew the NC's expiring Zoom license at an annual cost of

\$200.00; and (b.) obtain a second Zoom License at an annual cost of \$200.00 through DONE. The treasurer is directed to complete any necessary documentation with the City Clerk and DONE to facilitate the transfer of NC funds to DONE to cover these annual Zoom license costs.

These reoccurring NC operating expenses are to be expensed under the **Office/Operation Expenditures [OOE]**

budget category. The treasurer is directed to create a new *Zoom Virtual Meeting SaaS* budget line under **OEE**

The governance committee passed this motion unanimously. [5 Yes].

Yes: Dena Weiss, Tracey Rosen, Heath Kline, Karen DiBiase, Don Patterson.

*Motion: Dena Weiss, Second: Shelley Schwartz*

**Roll Call Vote**

**PASS**    Yes: 22        No: 0        Abstain: 0        Ineligible: 4        Total: 26

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)

**Item No. (8)**

**Heath Kline, Treasurer**

**(24-034) Budget Reallocation Motion to support new funding approved in Agenda items 3-7 (24-029 through 24-033) above**

*Discussion and possible action:*

To facilitate the spending authorized in the proceeding March motions Items 2-7 (24-029 through 24-033) increases are required to the **Outreach** and Neighborhood Purpose Grant [**NPG**] Budget Categories, that can come from unspent funds available in the Community Improvement Project [**CIP**] Budget Category.

Therefore, the Treasurer is directed to (a.) **decrease the CIP Budget Category from \$4,000 to \$3,000** a change of **(\$1,000.00)**; and (b.) **increase the NPG Budget Category from \$7,700 to \$7,800** a change of **\$100.00**; and (c.) **increase the Outreach Budget Category from \$16,050 to \$16,950** a change of **\$900.00**.

In addition, the Treasurer is directed to make the follow changes within Budget Categories:

In the **Office/Operational Expenditures [OOE]** Budget Category (a) **decrease** by **(\$400.00)** the budget line **Email and Web Hosting and Support** changing it from 3,000.00 to 2,600.00; and (b.) create a new budget line **Zoom Virtual Meeting SaaS**; and (c.) provide it with a budget of **\$400.00**.

The treasurer should make the following changes of importance to our NC’s internal budget and expense tracking, (but not the City Clerk who only recognizes budget line details in categories other than OEE when a BAC is submitted):

In the **NPG** Budget Category give a \$3,000 budget for the Friends of Calabash NPG budget line.

In the **CIP** Budget Category set the Education Project budget line to \$0 (The Education Committee has no plans for a CIP this FY.)

In the **OUTREACH** Budget Category give the necessary budget line funding to the March expenditures; (a.) Minuteman Press Rack Cards \$275, (b.) 4Imprint \$5,000, (c.)T-Shirt Guy \$2,500 and change the previous existing budget line details as follows; (d.) Social Media \$0, (e.)Warner Center News \$0, (f) Website Hosting \$19.99, Website Webmaster \$0, General Outreach \$174.01.

The Board approves and authorizes all the budget changes outlined above and directs the treasurer to file this updated budget with the City Clerk, as required, and use this updated budget going forward.

The Board and public can see all the above changes, and March proposed spending motions (shown in blue), as well as all our YTD spending activities on the “**Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-034)**” spread sheet PDF document included in the March support documents.

***Motion:** Heath Kline, Second: Karen DiBiase*

### **Roll Call Vote**

**PASS**    Yes: 22        No: 0        Abstain: 0        Ineligible: 4        Total: 26

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)

### **Item No. (9)**

**Dena Weiss, Chair of Governance**

## **(24-035) Motion to Approve Changes to Bylaws**

*Discussion and possible action:*

Motion to approve updates and revisions to Bylaws for the WHWCNC. The changes have been cultivated after submission by Board members for consideration at the Ad Hoc committee and final review by Governance. The deadline for submission of changes to Bylaws is the end of this month.

Vote at Governance: PASS: YES: 5 NO: 0 ABSTAIN: 0 TOTAL: 5

YES: Dena Weiss, Tracey Rosen, Heath Kline, Don Patterson, Karen DiBiase

[See posted Bylaws support documents](#)

***Motion:*** Dena Weiss, *Second:* Don Patterson

### **Roll Call Vote**

**PASS**    Yes: 22        No: 0        Abstain: 0        Ineligible: 4        Total: 26

- YES: Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- NO:
- ABSTAIN:
- INELIGIBLE: Masha Dowell (Alt), Jayce Baron (Alt), Aava Dekordi (Alt), Janice Mendell (Alt)

*NOTE: the Bylaws were reviewed by a 4-person Ad Hoc Committee, and then were review by the Governance Committee. There is a deadline to submit any Bylaws changed by April 1, 2024.*

**Item No. (10)**

**PLUM Committee – Don Patterson, Chair**

**(24-036) Letter/Recommendation per Lot Splits Exemptions for Walnut Acres and RA1 Zones**

*Discussion and possible action:*

Motion for the board to approve a Letter/Recommendation related to SB 9 and Lot Split / Flag Lot Exemptions in RA1 Zones and in the Walnut Acres Community in Woodland Hills, California.

Vote at PLUM: YAYS: Don Patterson, Marty Lipkin, Bobby Wasserman, Henry Stern, Joyce Fletcher, Matt Richman

NAY: August Steurer.

[See posted support document](#)

***Original Motion:*** Don Patterson, Second: Marty Lipkin

***Substitute Motion:*** Bobbie Wasserman, Second: Heath Kline

***Substitute Motion:*** Bobbie Wasserman passed out the proposed revision to the summary section in the letter, substituting 3 paragraphs regarding RA-1. Marty added the request that the letter be also sent to Mayor Bass,

*and asked permission to send the letter to the media (Daily News, Valley News Group, etc.).*

**Roll Call Vote (on Substitute Motion)**

**PASS** Yes: 20 No: 0 Abstain: 1 Ineligible: 3 Total: 24

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rose, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Steve Sommers, Allan Biggins, Bill Barnett, Heath Kline, Bobbie Wasserman, Schyler Katz, Joyce Fletcher, Rosaleen O’Sullivan
- **NO:**
- **ABSTAIN:** August Steurer
- **INELIGIBLE:** Masha Dowell (Alt), Jayce Baron (Alt), Janice Mendell (Alt)

*NOTE: Aava Dekordi left the meeting at 8:30pm, and did not vote on Item#10*

**2. Committee Reports,**

Budget Committee – Heath Kline, Chair

Community Services Committee – Joyce Fletcher, Chair – *Grateful Hearts is on April 6<sup>th</sup>. We need people to sign up to participate at the booth of this event.*

Community Outreach Committee – Tracey Rosen, Chair – *Finishing up the 1<sup>st</sup> Qtr Newsletter. Need committee information by March 14<sup>th</sup>.*

*Statements and send an update on your committee activities for the Quarterly Newsletter*

Education and Youth Committee – Julie Waltrip, Chair – *Talking about adding a youth member. There is 1 applicant interested.*

Environmental & Beautification Committee – Karen DiBiase, Chair – *6 people/3 cars drove around Woodland Hills-Warner Center and counted the empty tree wells. Will be working on a letter to submit to beautify our community.*

Governance Committee – Dena Weiss, Chair

Public Health and Homelessness Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs

Public Safety and Transportation – Julie Waltrip, Chair – *The first meeting will be on March 20<sup>th</sup>, 11am.*

PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs WHIP Committee – August Steurer and Heath Kline, Co-Chairs

### 3. Area Reports

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey – *Oxnard St has been newly paved between Kelvin/Oso, adding stop signs and painted crossing markings.*

Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell – *311 has been called about the dumpster at the Promenade site. Working with the city to remove the tents by the bus zone. The Rams renovation is expected to be done by fall. Maggiano’s Restaurant is to remain for another year.*

Area 3 – Tracey Rosen, Dean Mathew, Harout. Aristakessian – *Reimagine Ventura Blvd. is now active.*

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss – *Two Synagogues on Valley Circle have merged. Changes pending to be announced to the public.*

Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins – *Safety issues need to be looked into by Serrania Ave Elementary School, due to traffic. Blood Drive is on Thursday, March 14<sup>th</sup>.*

Area 6 –Bill Barnett, Heath Kline – *Recent rain has caused new mud flows on the hillsides.*

Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz – *Casalina Restaurant is continuing to have parking/valet issues. Will continue to look into this issue.*

At-Large – August Steurer, Bobbie Wasserman

### **Adjournment of Meeting: 9:04pm**

*Minutes submitted by Karen DiBiase, Secretary*

The next Regular Board meeting will be held in person on **April 10, 2024**, once more at the Fire Station # 84, unless otherwise indicated. Please visit the calendar page at [whcouncil.org](http://whcouncil.org) for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.



\*THE AMERICAN WITH DISABILITIES ACT - 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 the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@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 of the board in advance of a meeting may be viewed at our website: [www.whcouncil.org](http://www.whcouncil.org) or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address [d.weiss@whcouncil.org](mailto:d.weiss@whcouncil.org).

\*PUBLIC POSTING OF AGENDAS – agendas are posted for public review as follows:

- [www.whcouncil.org](http://www.whcouncil.org) and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

**A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Fire station 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367**

- .
- \*RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at [www.whcouncil.org](http://www.whcouncil.org)
- SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al [d.weiss@whcouncil.org](mailto:d.weiss@whcouncil.org) o por correo electrónico avisar al Concejo Vecinal.
- 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 §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at {213} 978- 1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**Item No. 1**  
**Heath Kline, Treasurer**  
**(24-037) Approval of MER for March, 2024**

# Monthly Expenditure Report



Reporting Month: March 2024

Budget Fiscal Year: 2023-2024

NC Name: Woodland Hills-Warner  
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32342.34	\$11185.68	\$21156.66	\$4000.00	\$1126.21	\$16030.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$30330.46	\$387.32	\$15156.66	\$0.00	\$14156.66
Outreach		\$8798.36		\$1000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$7800.00	\$2000.00	\$3000.00	\$3000.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$1126.21		Previous Expenditures: \$8788.12	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	03/01/2024	March rental fee for NC storage unit	General Operations Expenditure	Office	\$271.00
2	EIG CONSTANTCONTACT.CO	03/10/2024	March Invoice for Constant Contact SaaS mass email sending tool.	General Operations Expenditure	Office	\$81.00
3	GRASSHOPPER.COM	03/13/2024	NC Virtual Phone System SaaS for March	General Operations Expenditure	Office	\$35.32
4	4IMPRINT, INC	03/25/2024	Motion to approve up to \$5,000 to purchase promotional items from Outreach budget line item in revised budget 4Imprint to be distributed at Community Events where the WHWCNC will be tabling. The \$5,000 will be taken from Outreach line item in the revised budget. (see page 2 for full motion)	General Operations Expenditure	Outreach	\$4180.81
5	DRI COLORFX	03/27/2024	1,000 4x9 4/4 Rack Cards	General Operations Expenditure	Outreach	\$117.55

6	ONEgeneration	02/26/2024	Motion to approve \$1,000 in funding from Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to allow participation in the One Generation Senior Symposium on J...	General Operations Expenditure	Outreach	\$1000.00
7	Valley Cultural Center DBA Valley Cultural Foundation	02/28/2024	Motion to approve \$3,500 in funding from the Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to purchase a WHWCNC outreach booth at the Valley Cultural Fou...	General Operations Expenditure	Outreach	\$3500.00
8	Woodlake Ave Elementary PTSA	02/27/2024	...Therefore, after a presentation from the applicant and board discussion by a roll call vote the board passes the following motion: approve the attached Woodlake Elementary Community Charter School ...	Neighborhood Purpose Grants		\$2000.00
<b>Subtotal:</b>						<b>\$11185.68</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	friends of calabash	03/20/2024	Motion for the WHWCNC full board (1.) Approve the attached Calabash Charter Academy Elementary School Friends of Calabash PTO NPG for \$3000.00 and direct the treasurer to submit...	Neighborhood Purpose Grants		\$3000.00
2	PIPERONI INC	03/29/2024	Motion to approve up to \$2,500 for 100 screen printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in rev...	General Operations Expenditure	Outreach	\$1000.00
<b>Subtotal: Outstanding</b>						<b>\$4000.00</b>

**1184 StorQuest - Woodland Hills / Canoga**  
**6030 Canoga Ave**  
**Woodland Hills, CA 91367**

**PAYMENT RECEIPT**

Account Number:  
**1114354**

**Paul Lawler**

20929 Ventura Blvd. Ste 47-535  
 Woodland Hills, CA 91367  
 (818) 312-5601

RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
779713428	3/1/2024	\$0.00	\$271.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#52230	XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (3/1/2024 - 3/31/2024)		\$12.00		\$12.00	\$0.00	\$12.00	\$12.00
#52230	Unit #3149 Rent Unit 3149 - 10x7.5x0 (3/1/2024 - 3/31/2024)		\$259.00		\$259.00	\$0.00	\$259.00	\$259.00

**Total Paid**

Mar 01, 2024 12:32 AM      Mastercard \*\*\*\*7237      \$271.00

Unit #3149 paid through 3/31/2024

.....  
 If you have any past due amounts for your storage unit(s), those balances will appear below.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

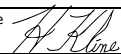
**Vote Count**


Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>Total:</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>4</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: 

Authorized Signature: 

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**





[Print](#)

**Billing Activity - Invoices**

**Woodland Hills-Warner Center Neighborhood Council**

Attn: Heath Kline  
200 N Spring St  
Los Angeles CA 90012  
US  
P: 8183125601

**Today's Date: 03/13/2024**

**User Name:**

**Invoices from 03/06/2024 to 03/13/2024**

Date	Description	Charge Amount	Credit Amount
03/10/2024	Invoice #1710058641	\$81.00	
	<b>Constant Contact - Email Plus</b>		
	1501-2500 Contacts	\$81.00	
	Highest contact count: 1546		
	From 02/10/2024 to 03/10/2024		

**Billing questions?** [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US





[Print](#)

**Billing Activity - Payments**

**Woodland Hills-Warner Center Neighborhood Council**  
Attn: Heath Kline  
200 N Spring St  
Los Angeles CA 90012  
US  
P: 8183125601

**Today's Date:** 03/13/2024  
**User Name:**

**Payments from 03/06/2024 to 03/13/2024**

Date	Description	Charge Amount	Credit Amount
03-10-2024 04:17:23 AM	Payment - Credit Card (MasterCard) *****7237		\$81.00

**Billing questions?** [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

**Vote Count**

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Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>Total:</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>4</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

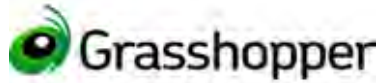
Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**





Account Information

WHWCNC
Peter Fletcher
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 03/12/24
Usage Period: 02/12/24 - 03/12/24

Charges Summary

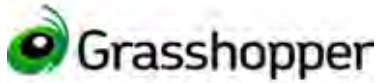
Previous Invoice Amount: \$31.98

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$4.75
Sms Charges \$0.00
Taxes & Surcharges \$5.99
Federal USF \$2.58
Total Charges: \$35.32
Debits & Credits \$0.00
Payments \$35.32
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.
That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



**Detail of Current Charges**

Payments & Credits		
Date	Detail	Payment/Credit
03/12/24	Monthly Payment, Paid on Master Card ending in 7237 .....	\$35.32
<b>Total Payments &amp; Credits:</b>		<b>\$35.32</b>

Recurring Charges		
Current Period		
Pay As You Grow Plan, 03/12/24 - 04/12/24 .....	\$12.00	
Voicemail Transcription, 03/12/24 - 04/12/24 .....	\$10.00	
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	79	79 minutes	0.060	\$4.75	
<b>Total Minute Charges:</b>						<b>\$4.75</b>

Taxes & Surcharges		
Type	Detail	Charge
Tax	Utility Users Tax .....	\$2.09
Tax	FCC Regulatory Fee (Wireline) .....	\$0.03
Tax	CA PUC Fee .....	\$0.12
Surcharge	Regulatory Recovery Fee .....	\$3.75
<b>Total Taxes &amp; Surcharges:</b>		<b>\$5.99</b>

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund .....	\$2.58
<b>Total Federal USF Contributions:</b>		<b>\$2.58</b>

**Summary of Minute Charges**

By Number		
Number	Total Minutes	
+18186399444	79	
<b>Total Minutes Used:</b>		<b>79</b>

**Explanation of Terms**

**Domestic:** Calls that are placed inside the United States and its provinces.

**Off Shore:** Calls placed outside of U.S. borders.

**International:** Calls placed from a country other than the U.S.

**Federal Universal Service Fund** The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

**Voice Over:** Use of voice talents for recording of main greeting or extensions.

**Bonus Minutes:** Extra minutes that are credited to your account.

**Set Up Support:** Help setting up your account and customizing your features.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **March 13, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **08 (24-034) Budget Reallocation Motion to Support Board Approved March Spending Motions**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: The Treasurer is directed to (a.) decrease the CIP Budget Category from \$4,000 to \$3,000 a change of **(\$1,000.00)**; and (b.) increase the NPG Budget Category from \$7,700 to \$7,800 a change of **\$100.00**; and (c.) increase the Outreach Budget Category from \$16,050 to \$16,950 a change of **\$900.00**.  
 In addition, the Treasurer is directed to make the follow changes within Budget Categories: **[See full motion & updated Budget on next 3 pages.]**

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

**Vote Count**

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate				X			Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate					X		Alternate
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.	X						
Jayce Baron	Area 3 Alternate					X		Alternate
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Aava Dekordi	Area 4 Alternate					X		Alternate Training
Christopher Waddy	Area 5 Residential	X						
Julie Waltrip	Area 5 Business				X			
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Alternate
Kate Kennedy	Area 7 Residential				X			
Schlyer Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate	X						
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>Total:</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **March 13, 2024**

Date: **March 13, 2024**

**Item No. (8)**

**Heath Kline, Treasurer**

**(24-034) Budget Reallocation Motion to support new funding approved in Agenda items 3-7 (24-029 through 24-033) above**

*Discussion and possible action:*

(5 minutes)

To facilitate the spending authorized in the proceeding March 13, 2024, motions Items 3-7 (24-029 through 24-033) increases are required to the **Outreach** and Neighborhood Purpose Grant [NPG] Budget Categories, that can come from unspent funds available in the Community Improvement Project [CIP] Budget Category.

**THEREFORE**, the Treasurer is directed to:

(a.) *decrease* the CIP Budget Category from \$4,000 to \$3,000 a change of **(\$1,000.00)**; and

(b.) *increase* the NPG Budget Category from \$7,700 to \$7,800 a change of **\$100.00**; and

(c.) *increase* the Outreach Budget Category from \$16,050 to \$16,950 a change of **\$900.00**.

In addition to support Board actions taken, the Treasurer is directed to make the follow changes within Budget Categories:

In the **Office/Operational Expenditures [OOE]** Budget Category:

(a) *decrease* by **(\$400.00)** the budget line **Email and Web Hosting and Support** changing it from 3,000.00 to 2,600.00; and

(b.) *create* a new budget line **Zoom Virtual Meeting SaaS**; and

(c.) *provide* **Zoom Virtual Meeting SaaS** with a budget of **\$400.00**.

The treasurer should make the following changes of importance to our NC's internal budget and expense tracking, (but not to the City Clerk who only recognizes budget line details in categories other than OOE when a BAC is submitted):

In the **NPG** Budget Category *provide* a \$3,000 budget for the Friends of Calabash NPG budget line.

In the **CIP** Budget Category *set* the Education Project budget line to \$0. (The Education Committee has no plans for a CIP this FY.)

In the **Outreach** Budget Category *provide* the necessary budget line funding for the March 13, 2024, meeting approved expenditures:

(a.) Minuteman Press Rack Cards \$275.

(b.) 4Imprint \$5,000.

(c.) T-Shirt Guys \$2,500.

Also, in the **Outreach** Budget Category *change-decrease* the previous existing budget line details as follows:

(d.) Social Media \$0.

(e.) Warner Center News \$0.

(f.) Website Hosting \$19.99.

(g.) Website Webmaster \$0.

(h.) General Outreach \$174.01.

**The Board approves and authorizes all the budget changes outlined above** and directs the treasurer to file this updated budget with the City Clerk, as required, and use this updated budget going forward.

**Roll Call Vote**

The [City Clerk,] Board and the public can see all the above changes, and March ~~proposed~~ [approved] spending motions (shown in blue), as well as all our YTD spending activities on the “**Draft Reallocation Budget MOTION 3/13/24 Item 8 (24-034)**” spread sheet PDF document included in the March support documents [and attached to the **8 (24-034) BAC** submitted to the City Clerk.]







101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

**Main Address**  
TRACEY ROSEN  
WOODLAND HILLS WARNER CENTER  
NEIGHBORHOOD COUNCIL  
20929 VENTURA BLVD  
SUITE 47-535  
WOODLAND HILLS, CA 91364

**Invoice Address**  
Tracey Rosen  
Woodland Hills Warner Center  
Neighborhood Council  
20929 Ventura Blvd  
Suite 47-535  
Woodland Hills CA 91364  
USA

**Shipping Address**  
Tracey Rosen  
Woodland Hills Warner Center  
Neighborhood Council  
5438 SALE AVE  
WOODLAND HILLS, CA 91367-4340  
USA  
Tel: (818) 451-7781

**Order Number:** 26930458  
**Date:** March 25, 2024  
**Account No.:** 6244156  
**Your Order No.:**

**Questions Call:** Kayla Ripp  
**Phone:** 877-446-7746 Ext. 8827  
**Fax:** 800-355-5043  
**Email:** kripp@4imprint.com

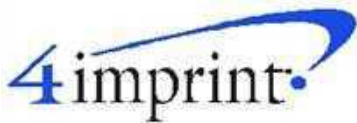
Item		Power Clip - Opaque		Colors	(Clip,Grip): White, White	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
825	2245-S	Power Clip - Opaque	0.8600	709.50	709.50	
1	Coupon	Coupon Code	-76.4500	-76.45	-76.45	
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00	
		Freight		80.25	80.25	
				<b>Tax</b>	<b>65.37</b>	
					833.67	

Item		Hand Fan - Slice		Colors	(Fan,Handle): White, Tan	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
1,000	5137-SL	Hand Fan - Slice	0.5600	560.00	560.00	
1	Coupon	Coupon Code	-62.5000	-62.50	-62.50	
1	Set-Up Charge	Set-Up Charge	65.0000	65.00	65.00	
		Freight		63.08	63.08	
				<b>Tax</b>	<b>53.43</b>	
					679.01	

Item		Value Grocery Tote - 13" x 12"		Colors	(Tote,Trim): Navy, Navy	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
550	106836-1312	Value Grocery Tote - 13" x 12"	1.2100	665.50	665.50	
1	Coupon	Coupon Code	-71.5500	-71.55	-71.55	
1	Set-Up Charge	Set-Up Charge (1st Color)	50.0000	50.00	50.00	
		Freight		197.01	197.01	
				<b>Tax</b>	<b>61.18</b>	
					902.14	

Item		TaskRight Sticky Pad - 3" x 3" - 25 Sheet		Colors	(Sticky Pad,Trim): White, White	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
2,000	158099-25	TaskRight Sticky Pad - 3" x 3" - 25 Sheet	0.3900	780.00	780.00	
1	Coupon	Coupon Code	-78.0000	-78.00	-78.00	
		Freight		83.61	83.61	
				<b>Tax</b>	<b>66.69</b>	
					852.30	

Item		Kailua Sunglasses		Colors	(Frame,Lens): Carolina Blue, Black	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
650	156081	Kailua Sunglasses	1.3300	864.50	864.50	



101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

**Order Number:** 26930458  
**Date:** March 25, 2024  
**Account No.:** 6244156  
**Your Order No.:**

**Questions Call:** Kayla Ripp  
**Phone:** 877-446-7746 Ext. 8827  
**Fax:** 800-355-5043  
**Email:** kripp@4imprint.com

1	Coupon	Coupon Code	-88.4500	-88.45	-88.45
1	Set-Up Charge	Set-Up Charge(Per Order Line)	20.0000	20.00	20.00
		Freight		42.02	42.02
				<b>Tax</b>	<b>75.62</b>
					<b>913.69</b>
				<b>Grand Total</b>	<b>4,180.81</b>
			<b>Payment via MC 7237</b>	<b>Received</b>	<b>4,180.81</b>
				<b>Total Due</b>	<b>0.00</b>

**Thank You! We appreciate your business.**

**Any overruns you may have received are yours with our compliments.**

- To ensure proper credit to your account, please quote "26930458/6244156" on your check or remittance.
- If you are not satisfied with your order, please call 1-800-300-0764. All claims must be made within 5 days of receipt.
- Any questions regarding your invoice? Please call 1-800-982-8979. Our terms are Net 30.
- Please make checks payable to 4imprint

**4imprint Federal ID #39-1837105, GSA Contract # GS-07F-9626S.** A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is to be construed according to our State Law.

Please visit our website - [www.4imprint.com](http://www.4imprint.com)

**Please Remit to:**  
**4imprint, Inc.**  
**25303 Network Place**  
**Chicago, IL 60673-1253**



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **March 13, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **05 (24-031) Motion to Approve Purchase of NC Promo Items from 4Imprint up to \$5,000**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve up to \$5,000 to purchase promotional items from Outreach budget line item in revised budget from 4Imprint to be distributed at Community Events where the WHWCNC will be tabling. The \$5,000 will be taken from Outreach line item in the revised budget. [See full motion page 2]

Method of Payment: (Select One)

Motion continued on next page.

Check  Credit Card  Board Member Reimbursement

**Vote Count**

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate				X			Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate					X		Alternate
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.	X						
Jayce Baron	Area 3 Alternate					X		Alternate
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Aava Dekordi	Area 4 Alternate					X		Alternate Training
Christopher Waddy	Area 5 Residential	X						
Julie Waltrip	Area 5 Business				X			
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Alternate
Kate Kennedy	Area 7 Residential				X			
Schlyer Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate	X						
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>Total:</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **March 13, 2024**

Date: **March 13, 2024**

**Item No. 5**

**Tracey Rosen, Chair of Outreach Committee**

**(24-031) Motion to Approve up to \$5,000 to purchase Promotional Items**

*Discussion and possible action:*

(5 minutes)

Motion to approve up to \$5,000 to purchase promotional items from Outreach budget line item in revised budget 4Imprint to be distributed at Community Events where the WHWCNC will be tabling. The \$5,000 will be taken from Outreach line item in the revised budget. The Community Outreach Committee voted in favor on February 26, 2024.

Because of a daily maximum charge of \$1,000 on the WHWCNC credit card, and because each item is custom manufactured to order, which may result in multiple items shipping on the same date and/or all different dates, which may result in the need for the treasurer to obtain temporary daily spending limit increase(s) from the City Clerk. In addition, depending on when items ship on this order, combined with NCs other normal credit card spending, the treasurer may need to seek an override to the \$5,000 monthly spending limit on the NC credit card from the City Clerk.

To facilitate working with the City Clerk on any needed overrides, the order will be divided, and placed as follows:

- a.) **2,000** WHWCNC 3"x3" Branded **Sticky Pads** up to \$1,000 (\$0.39 each + tax & shipping) \$937.71.
- b.) **550** Green WHWCNC Branded Value **Grocery Totes** up to \$1,000 (\$1.21 each + \$50 set-up, tax & shipping) \$980.48.
- c.) **1,000** WHWCNC Branded **Hand Fans** up to \$775 (\$0.56 + \$65 set-up, tax & shipping) \$747.46.
- d.) **650** WHWCNC Branded **Sunglasses** up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) \$953.61.
- e.) **825** WHWCNC Branded **Power Clips** up to \$950 (\$0.86 each + \$55 set-up, tax & shipping) \$917.38.

[See posted support document](#)

**Roll Call Vote**

**From:** ColorFX info@colorfxweb.com  
**Subject:** Order Confirmation No. 12370306  
**Date:** March 27, 2024 at 5:32 PM  
**To:** heathk@dpmforms.com



8777637671 Ac

## Thank You for Your Order!

Hi Heath,

Thank you for trusting us with your project.

Our print specialists will now run your artwork file through a series of human and computer inspections. This 33-Point Print Check ensures that your file meets standard print requirements. If we find any issues with your artwork, we will notify you through email or phone.

While we will of course make every effort to get your product to you as promised, due to industry supply chain disruptions some items may encounter a possible 1-2 day additional time requirement. Thank you for your understanding.

### ORDER #: 12370306

#### Order Placed:

3-27-2024  
1 Item in This Order

#### Billing Information

Heath Kline WHWCNC  
200 N Spring St  
Los Angeles, CA 90012  
US

#### Email:

heathk@dpmforms.com

Regular Printing Cost	\$107.35
Shipping & Mailing	\$0.00
Tax	\$10.20
<b>Order Total</b>	<b>\$117.55</b>

[Order Details](#)

Product Details	Qty		Price
<b>Name:</b> WHWCNC Rack Cards	1000	Regular Printing Cost	\$107.35
<b>Finish Size:</b> 4 x 9		Shipping & Mailing	\$0.00
<b>Paper:</b> 14 pt. Matte Cardstock		Tax	\$10.20
<b>Coating:</b> Matte		<b>SUBTOTAL:</b>	<b>\$117.55</b>
<b>Color:</b> Full color 2 sides			
<b>Turnaround:</b> 6 Business Days			
<b>Proof:</b> PDF Proof Requested			
<b>Delivery Method:</b> Pickup			
<b>Pickup Location:</b> 8000 Haskell Ave. Van Nuys, CA 91406			



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **March 13, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **04 (24-030) Motion to Approve Purchase of Rack Cards \$275**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve up to \$275 from the Outreach Events budget for the printing of 1,000 Rack Cards by Minute Man Press in Woodland Hills, or another local printer, to be distributed at Community Events to promote the Woodland Hills Warner Center Neighborhood Council and educate Stakeholders about our activities.

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

**Vote Count**

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
<b>Karen DiBiase</b>	Area 1 Residential	X						
<b>Geoffrey Hobson</b>	Area 1 Business	X						
<b>Shelley Schwartz</b>	Area 1 C. B. O.	X						
<b>Reina Cerros-McCaughey</b>	Area 1 Alternate				X			Alternate
<b>Julian Tu</b>	Area 2 Residential	X						
<b>Paul Lawler</b>	Area 2 Business	X						
<b>Peter Haber</b>	Area 2 C. B. O.	X						
<b>Masha Dowell</b>	Area 2 Alternate					X		Alternate
<b>Tracey Rosen</b>	Area 3 Residential	X						
<b>Dean Matthew</b>	Area 3 Business	X						
<b>Harout Aristakessian</b>	Area 3 C. B. O.	X						
<b>Jayce Baron</b>	Area 3 Alternate					X		Alternate
<b>Don Patterson</b>	Area 4 Residential	X						
<b>Martin Lipkin</b>	Area 4 Business	X						
<b>Dena Weiss</b>	Area 4 C. B. O.	X						
<b>Aava Dekordi</b>	Area 4 Alternate					X		Alternate Training
<b>Christopher Waddy</b>	Area 5 Residential	X						
<b>Julie Waltrip</b>	Area 5 Business				X			
<b>Steve Sommers</b>	Area 5 C. B. O.	X						
<b>Allan Biggins</b>	Area 5 Alternate	X						
<b>Bill Barnett</b>	Area 6 Residential	X						
<b>Heath Kline</b>	Area 6 Business	X						
<b>Bobbie Wasserman</b>	Area 6 C. B. O.	X						
<b>Janice Mendell</b>	Area 6 Alternate					X		Alternate
<b>Kate Kennedy</b>	Area 7 Residential				X			
<b>Schyler Katz</b>	Area 7 Business	X						
<b>Joyce Fletcher</b>	Area 7 C. B. O.	X						
<b>Rosaleen O'Sullivan</b>	Area 7 Alternate	X						
<b>August Steurer</b>	At-Large	X						
Vacant	At-Large							
Vacant	Alternate							
Vacant	Youth							
<b>Vote Counts:</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>	<b>Ineligible</b>	<b>Recused</b>	<b>Notes</b>
<b>Board Quorum: 12</b>	<b>Total:</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *[Signature]*

Authorized Signature: *[Signature]*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **March 13, 2024**

Date: **March 13, 2024**



## INVOICE

January 30, 2024

Woodland Hills Warner Center Neighborhood Council

### REMIT PAYMENT TO:

ONEgeneration  
17400 Victory Blvd.  
Van Nuys, CA 91406  
818-708-4756

**2024 Walk-Up Senior Symposium  
(ONEgeneration's Event -- May 18, 2024)**

**Due Date - April 1st, 2024**

**\*Payment must be received prior to the due date  
to be included in any signage, print or marketing materials\***

Item	Amount
Senior Symposium Participation – Booth, Canopy, Table with 2 chairs, and inclusion of WHWCNC logo on marketing materials flyers, banners, programs and other outreach materials for the May 18, 2024 Walk-up Senior Symposium	\$1,000.00
<b>Balance Due</b>	<b>\$1,000.00</b>



ONEgeneration's Senior Enrichment Center Presents...  
**14th ANNUAL SENIOR SYMPOSIUM**



**Thank you to everyone who attended in 2023!**



We look forward to seeing you at the 15th Annual Senior Symposium May 18, 2024!



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **12 (24-023) One Generation Sr Symposium Outreach Event**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve \$1,000 in funding from Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to allow participation in the One Generation Senior Symposium on June 2023 at its soccer field located at: 17400 Victory Blvd., Van Nuys, CA 91406. This amount will allow us to have a booth, tent, signage, and logo recognition at this event to promote the WHWCNC and engage with stakeholders. **Payment due by April 1, 2024, for the NC to be included in pre-event social media and print promotion and event signage.**

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schyler Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>4</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**



# INVOICE

2024  
2/5/2024

21600 Oxnard Street, Suite 128  
Woodland Hills, CA 91367  
818-704-1358

**To:**  
**WOODLAND HILLS WARNER CENTER NC**  
Attn:President

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Joellen	Summer Concerts	Due on Receipt	April 6, 2024

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Outreach Booth at The Summer concert Season At Warner Park. We supply tables, tents, chairs, and lights.		\$3,500.00
1	Co Sponsor of 1 concert,, logo on flyers and ads. Full set up.		0
1	July 4th table, tent, chairs, and lights, 40k people.		0
1	Movies in the park, Full set up for the 5 movies.		
	Payment must be received by April 6, 2024 to be included in marketing materials.		

<b>SUBTOTAL</b>	\$3,500.00
OVER	
<b>TOTAL DUE</b>	\$3,500.00

Make all checks payable to: the Valley Cultural Foundation  
21600 Oxnard St, #128 Woodland Hills Ca, 91367



# Concerts 2024

at Warner Park Season Lineup

- June 16 Linda & Friends - Tribute to Linda Ronstadt
- June 23 The Soul Juice Band
- June 30 Strange Days - Tribute to The Doors
- July 14 Foreigner Unauthorized - Tribute to Foreigner
- July 21 Twisted Gypsy - Tribute to Fleetwood Mac
- July 28 Red Corvette - Tribute to Prince
- August 4 Wanted - Tribute to Bon Jovi
- August 11 The FABBA Show - Tribute to ABBA
- August 18 Blank Space - Tribute to Taylor Swift
- August 25 Aeromyth - Tribute to Aerosmith





NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **11 (24-022) VCC Sprint-Summer Concert Series Outreach Booth & Prpmotion of NC**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve \$3,500 in funding from the Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to purchase a WHWCNC outreach booth at the Valley Cultural Foundation's Spring-Summer Concert Series held in Warner Center Park. This amount will allow us to have a booth, tent, chairs, signage and recognition at each of the (10) concerts + 5 Movies in the Park to promote the WHWCNC and engage with stakeholders. We will also be acknowledged as a co-sponsor at one concert where we will be provided the opportunity to speak from the stage to promote the NC. Payment due by April 6, 2024, for NC to be included in preprinted event programs and event signage.

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

**Vote Count**

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayne Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.						X	
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>Total:</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>4</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills Warner Center Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

- 1a) Woodlake Ave Elementary PTSA      95-6206846      California      10/06/1953  
*Organization Name*      *Federal I.D. # (EIN#)*      *State of Incorporation*      *Date of 501(c)(3) Status (if applicable)*
- 1b) 23231 Hatteras St      Woodland Hills      CA      91367  
*Organization Mailing Address*      *City*      *State*      *Zip Code*
- 1c) \_\_\_\_\_  
*Business Address (if different)*      *City*      *State*      *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
Terra Collins, PTSA Community Outreach      818-425-0855      WoodlakeVolunteers@gmail.com  
*Name*      *Phone*      *Email*
- 2) **Type of Organization- Please select one:**  
 **Public School** (not to include private schools) **or**  **501(c)(3) Non-Profit** (other than religious institutions)  
*Attach Signed letter on School Letterhead*      *Attach IRS Determination Letter*
- 3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable)*      *City*      *State*      *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

- 4) **Please describe the purpose and intent of the grant.**  
 The purpose of this grant is to help with costs and arts access for our 590 students and their arts showcase, Night of the Arts community event. Our enrollment grew by 100 students within the last school year, and we are proud to say that all arts enrichment programs were covered for every TK-5th grade class—including displaced Ukrainian and Israeli students, as well as special education students. NOTA showcases students' artwork in an outdoor "art gallery" and invites the community in to view the art, create art of their own, and enjoy choral music, dance, and musical theater performances. Art supplies, signage, on site art stations, refreshments and more need to be purchased/rented.
- 5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**  
 To create the gallery, art pieces using watercolors, oil pastels, clay, chalk, brushes, glue, paints, spray foam and embellishments need to be mounted to presentation boards, hung in frames, and constructed (Recycled Art Garden sculptures). Supplies for the make-and-take art stations and crafted backdrops for the choral music and musical theater numbers are also completed by students on large canvas sheets. With the assistance of this grant we are also able to help replenish some of the art supplies used during Studio Art instruction for all of our 590 students.



**SECTION III - PROJECT BUDGET OUTLINE**

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

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Art supplies for this event	\$ 2000	\$ 4200
		\$	\$
		\$	\$

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
No. Funding was raised in the 2022-23 school year via direct ask campaign. See supporting documents of funds raised and budget for this event.	\$ 2200	\$ 4200
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2000

10a) Start date: 03 / 04 / 24 10b) Date Funds Required: 04 / 04 / 24 10c) Expected Completion Date: 05 / 04 / 24  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

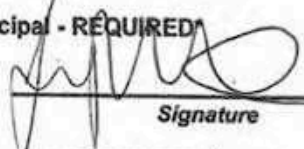
11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:


Name of NC Board Member	Relationship to Applicant

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**  
 Jennifer Richmond                      PTSA President                                            12/01/23  
 PRINT Name                      Title                      Signature                      Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED**  
 Talia Vatury                      PTSA Secretary                                            12/01/23  
 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



**Woodlake Elementary**  
Los Angeles Unified School Dis  
23231 Hatteras St., Woodland H  
Telephone (818) 347-7097 Fax:

December 4, 2023

Subject: Support for PTSA

Dear Woodland Hills Warr

I am writing to express my  
Teacher Student Associatic  
Woodlake Elementary Con  
our PTSA in enhancing the  
aligns seamlessly with our  
that the requested funds wi  
the opportunity to display,

Our PTSA has a proven tra  
environment and fostered a  
confidence that the propose  
the WHWC Neighborhood  
the positive impact it will b  
will undoubtedly contribute

Thank you for your time an

Sincerely,

Amy Pedersen

Principal





2327 L Street, Sacramento, CA 95816

(916) 440-1985 • Fax (916) 440-1986 • info@capta.org • www.capta.org

## LETTER OF DETERMINATION

March 27, 2023

Terra Collins, Unit President  
Woodlake Avenue Elementary PTSA [2710]

Dear Terra:

In response to request of this office concerning your PTA's tax-exempt status, a copy of our group ruling letter dated November 18, 1943, from Internal Revenue, which grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time as referred to in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA bylaws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of the February 24, 2010 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 23701d of the Revenue and Taxation Code.

Both the federal and state exemption letters cover all of our divisions—local units (associations), councils and districts. The letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on this letterhead by vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Woodlake Avenue Elementary PTSA is a unit in good standing. It was organized on October 6, 1953 according to our official records, and is chartered as a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Woodlake Avenue Elementary PTSA located at 23231 Hatteras Street, Woodland Hills, CA, 91367 in the Thirty-First District, California Congress of Parents, Teachers and Students, Incorporated, is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Woodlake Avenue Elementary PTSA is 956206846 and the assigned Franchise Tax Board entity number is 9541907.

Sincerely,

Donna Broussard  
Tax Filing Assistant

cc: District President



TREASURY DEPARTMENT

WASHINGTON 25

OFFICE OF  
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO  
COMMISSIONER OF INTERNAL REVENUE  
AND REFER TO

IT:P:T:l

MAP

NOV 18 1943

California Congress of Parents and Teachers, Inc.,  
416 Union Building,  
Second and Broadway,  
San Diego 1, California.

Mesdames:

Reference is made to the evidence submitted for use in determining the status of your local associations for Federal income tax purposes.

In Bureau ruling dated February 26, 1943, it was held that you are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts as it is shown that you are organized and operated exclusively for educational purposes.

It is the opinion of this office, based upon the evidence presented, that you and the local associations appearing in your Year Book 1943-1944, California Congress of Parents and Teachers, Inc., are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts, as it is shown that you and the local associations are organized and operated exclusively for educational purposes. Accordingly, it will not be necessary for you and such associations to file returns of income unless there is a change in your organization, purposes or methods of operation.

You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing only the names and addresses of any new local associations and the names and addresses of any local associations which for any reason have ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether the information heretofore submitted by you on which this ruling is based is applicable in all respects to the associations appearing on the lists and should be forwarded so as to reach this office not later than February 15 of the following year.



California Congress of Parents and Teachers, Inc.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and the local associations appearing in your Year Book 1943-1944 will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

Furthermore, under substantially identical authority contained in sections 1426 and 1607 of the Code and/or corresponding provisions of the Social Security Act, the employment taxes imposed by such statutes are not applicable to remuneration for services performed in your employ or in the employ of such associations so long as the conditions prescribed above for retention of an exempt status for income tax purposes are met.

Contributions made to you and the local associations listed are deductible by the donors in arriving at their taxable net income in the manner and to the extent provided by section 23(o) and (q) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Bequests, legacies, devises or transfers, to or for your use or for the use of such local associations are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by sections 812(d) and 861(a)(3) of the Code and/or corresponding provisions of prior revenue acts. Gifts of property to you or them are deductible in computing net gifts for gift tax purposes in the manner and to the extent provided in section 1004(a)(2)(B) and 1004(b)(2) and (3) of the Code and/or corresponding provisions of prior revenue acts.

The collector of internal revenue at Los Angeles, California, is being advised of this action.

By direction of the Commissioner.

Respectfully,

  
Deputy Commissioner.



# Night Of The Arts

presents **"Out of this World"**

**The Wonder & Beauty of Space**

**Free Community Event**

Saturday, May 4, 2024

5:00pm-7:30pm

Choir Performances

Musical Theater Pieces

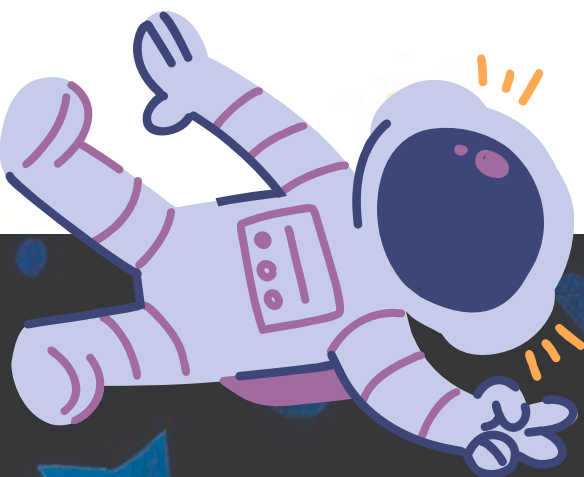
Latin & Line Dancing

Art Exhibit

Interactive Art Projects

Food & Dessert Vendors

Live Music... Family Fun!



Woodlake Elementary Community Charter

23231 Hatteras St Woodland Hills, Ca 91367



## PTSA Mission Statement

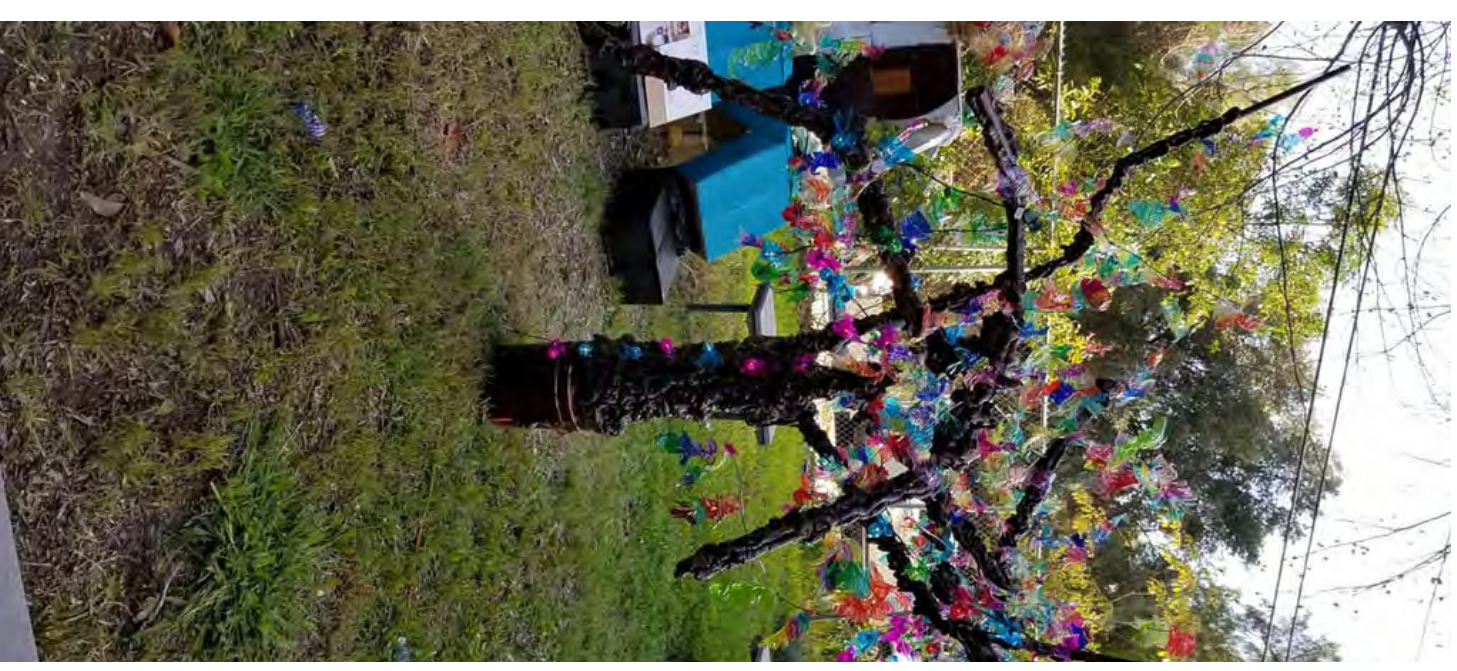
Woodlake PTSA raises money to support enrichment programs for our students through our Membership Drive and various fundraisers throughout the year. We invite every parent, teacher and neighbor to join with PTSA, as we work to make Woodlake Elementary the best it can be for our students...our most precious resource.

## Woodlake Mission Statement

The faculty, staff, parents and volunteers of Woodlake Elementary Community Charter are dedicated to the ongoing pursuit of academic and artistic excellence, personal achievement, and social success for all of our students. We will continue to cultivate an atmosphere of well-being and acceptance in a safe and nurturing multicultural environment. We are committed to the partnership of home, school and community and believe this partnership is essential to helping our students work to their greatest potential.

Woodlake's mission is to provide our students with the necessary tools – based on educational research, character development and advanced technology – to become lifelong learners and productive citizens of the 21st century.

Additionally, we will develop and advance best practices for engaging students and parents, training teachers, and promoting educational excellence, collaboration, and innovation.



## **Benefit the community?**

The grant will support 600 students in our Woodland Hills Community. Our students range from medium to low income demographics and the ages of 5 to 12yrs of age. With this enrichment opportunity, these students will be able to broaden their lives and the lives of others in the community with a new scene of passion for cultural art and awareness. Something that many of these children would never have had a chance to experience without our enrichment program.

### **Purpose?**

PTSA is looking into grants to fund our yearly art program for our 600 students. Our district no longer pays for enrichment opportunities, that we find so important to offer to our youth. This will cover our entire Art Studio Program for all grades weekly, including all needed supplies.

PTSA is dedicated to the ongoing pursuit of academic and artistic excellence, personal achievement, and social success of all of our students, and this grant opportunity would be the world to these students.

### **What we fund**

PTSA funds our yearly art program, music program and computer program for our 600 students. Our district no longer pays for enrichment opportunities, that we find so important to offer to our youth. This will cover our entire Art Studio Program, computer and music programs for all grades weekly, including all needed supplies.

PTSA is dedicated to the ongoing pursuit of academic and artistic excellence, personal achievement, and social success of all of our students.





## Budget 2024:

- \$1000 recycled art garden crafting materials, paint, glue, strings, boxes, signage, etc
- \$300 props to create outdoor theater
- \$500 bulk 8x10 frame purchase
- \$500 Equipment rentals (speakers, tables & chairs)
- \$300 waters & snacks
- \$400 event flyer & program printing
- \$500 for interactive art station projects for everyone who attends
- \$100 Canvas Sheets/Drop Cloths
- \$600 second semester art supplies: paint, pastels, clay, paper, cleaning supplies



Total: \$4200

Grant Request: \$2000





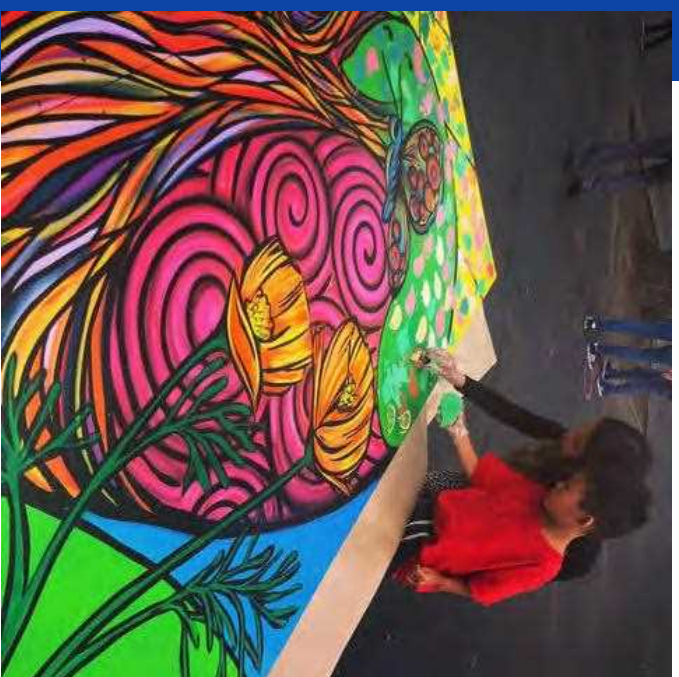
# THANK YOU!



Art gallery wall

23231 Hatteras St. Woodland Hills, CA 91367

Interactive art





## Woodlake Elementary: Who We Are

**Woodlake Elementary Community Charter** is TK-5, neighborhood public elementary school located in Woodland Hills, California within the Los Angeles Unified School District (LAUSD).

Our vision is to **empower** our students to become **creative critical thinkers** and **problem solvers** to successfully meet the challenges of a dynamic technological and global society. Developing **respect** and **responsibility** for themselves and others.







NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **13 (24-024) Woodlake Elem Sch PTSA Art Fair NPG**

Board Motion and/or Public Benefit Statement (CIP and NPG):

... Therefore, after a presentation from the applicant and board discussion by a roll call vote the board passes the following motion: approve the attached Woodlake NPG for \$2000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding.

Method of Payment: (Select One)

Motion continued on next page.  Check  Credit Card  Board Member Reimbursement

**Vote Count**

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayne Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: <b>12</b>	<b>Total:</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>4</b>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *H. Kline*

Authorized Signature: *D. Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**

**Item No. (13) Julie Waltrip- Chair Education & Youth Committee  
(24-024) Motion to Approve \$2000.00 NPG Woodlake Elementary Community Charter  
School PTSA**

**Whereas,** The Education & Youth Committee received an NPG Application from the Parent Teacher Student Association (PTSA), the 501(c)(3) non-profit organization for Woodlake Elementary Community Charter School (Area-4 south of Victory between Platt and Fallbrook) requesting funding of \$2,000 toward their \$4,200 arts showcase event called Night of the Arts (NOTA) on Saturday evening May 4, 2024.

Terra Collins, PTSA Community Outreach, and Jennifer Richmond, PTSA President, provided the committee a detailed presentation of the elements of the event, showcasing students' artwork in an outdoor "art gallery." The community is invited to view the art, create art of their own at make-and-take stations, and enjoy choral music, dance, and musical theater performances. "Out of this world" is this year's theme for the arts event coordinating with the day for celebrating Star Wars: "May the Fourth be with you." Art supplies, signage, onsite art stations, refreshments and more will be provided by the PTSA and the event will be run by Woodlake art and music teachers and retained outside vendors.

NOTA serves the families of all 590 Woodlake students: TK through 5th grade, including displaced Ukrainian and Israeli students and students with special educational needs; and Art supplies left over for the event will replenish some of the inventory used during Studio Art instruction inside the classrooms and outside the classrooms in their Recycled Art Garden; and

**Whereas,** Terra Collins has offered a sign or banner to be made and hung year-round advertising the WHWC Neighborhood Council as a community sponsor of the school and welcomes us to table with our booth and physical presence at the event if we support this grant request; and The WHWC Neighborhood Council has granted this request in the past; and

**Whereas,** The Education Committee, after receiving input and having discussion over two meetings voted unanimously to recommend to the full Board passage and funding of the attached NPG.

**Therefore,** after a presentation from the applicant and board discussion by a roll call vote the board passes the following motion: approve the attached Woodlake Elementary Community Charter School NPG for \$2000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding.

**Item No. 4**

**Dena Weiss, Tracey Rosen, Chairs of Governance and Community Outreach Committees  
(24-40) Funding Request - Motion to Approve a Bus Bench Application for WHWCNC**



## PSA/Non-Profit Transit Bench Campaign

Thank you for your interest in our bus bench advertising. Once you are authorized by the City of Los Angeles to utilize the bus bench program, we will be glad to assist you to ensure the success of your campaign.

We offer bus bench advertising panels on a space available basis. We can provide you with a typical list of benches in your target area, but these are not guaranteed locations and no sites can be held for the future.

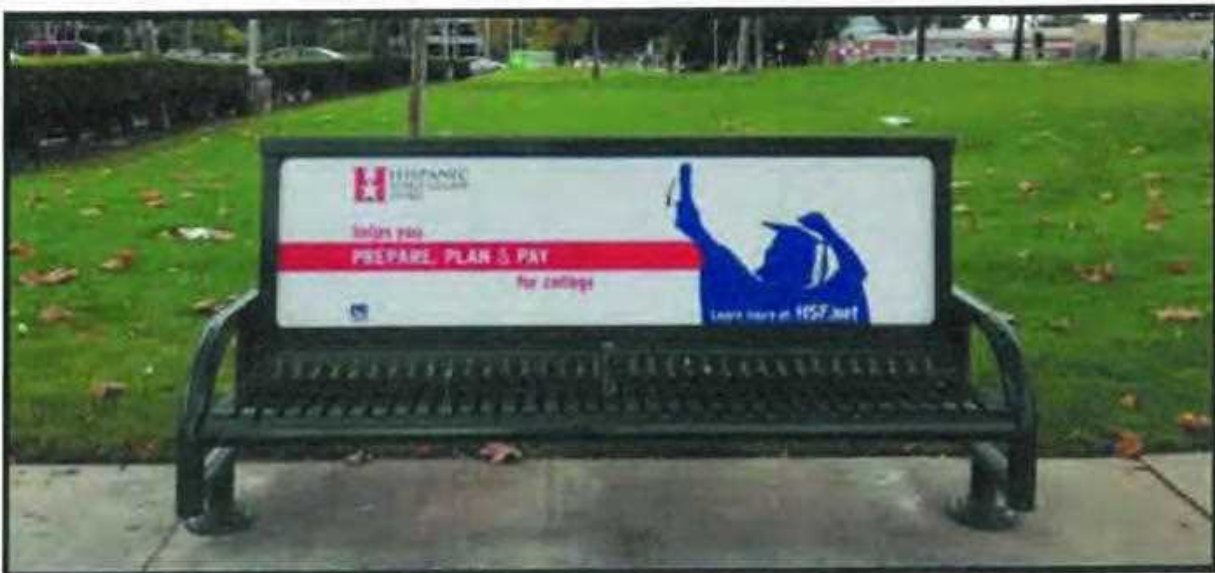
The only cost that is required is the production and design cost. All design (if applicable) and production charges are to be paid in advance before design and/or production begin. Below is the pricing structure for those costs:

### Production Costs (Per Design)

<u># of Prints</u>	<u>Cost Per Print</u>
1	\$180
2-9	\$120
10-24	\$96
25+&	\$80

**Designs:** Only 1 design for every 10 benches is allowed without incurring additional charges.

**Design Cost:** \$100 for basic design (2 changes only to design). Advertiser must supply high resolution logos and images (when applicable).



InSite Street Media

Tel 310.559.1600 • Fax 310.559.1666

**Item No. 5**

**Dena Weiss, Tracey Rosen, Chair and VP of Governance**

**(24-41) Funding Request - Motion to Increase the Budget line Food & Refreshments For NC Meetings, Retreats, & Outreach Events by \$200. to 1,200.**

Costs for supplies for the Retreat

**Stonefire's Best**

STONEFIRE'S BEST FOR 25

35 Breadsticks

BBQ Tri Tip

Lemon Garlic Chicken Breast

Full Pan Marinara

Full Pan Mashed Potatoes

Full Pan BBQ Chop Salad w/Chicken

Full Pan Cartwheel Salad

\$560.00

1

Half Pan Roasted Vegetables

\$71.99

1

Freshly Baked Breadsticks

Full Basket (12)

\$9.99

Subtotal \$641.98

Delivery Charge \$30.50

Estimated Tax \$63.89

Stonefire will provide plates, napkins and silverware

Total: \$736.37

**Beverages - Smart & Final**

24 pack Arrowhead- \$8.99 x3 = \$26.97 + tax

Coffee Commuter Box from Starbucks

2 regular & 1 decaf - \$22 (x3) = \$66 + tax

**Other Materials for the Retreat**

Handouts & folders for everyone at the Retreat



Office Depot® Brand 2-Pocket Textured Paper Folders With Prongs, Dark Blue, Pack Of 10 (x3)

$\$15.49 \times 3 = \$46.47 + \text{tax}$

Photo copies (for 375 B&W copies) =  $\$75 + \text{tax}$

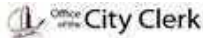
Pack of 40 Bic Mechanical Pencils =  $\$16.99 + \text{tax}$

**Item No. 6**

**Homelessness and Social Justice Advocacy Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs**

**(24-42) Funding Request - Motion to approve \$3,000 as a Neighborhood Purpose Grant for the Benefit of the West Valley YMCA Food Distribution program.**

## ITEM 3



### City of Los Angeles Office of the City Clerk Neighborhood Council Funding Program



#### Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support **X**
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders. **Yes**

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A "Project Completion Report" template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058



**SECTION III - PROJECT BUDGET OUTLINE**

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

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

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
	\$	\$
	\$	\$
	\$	\$

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

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: 6/\_\_\_/\_\_\_  
 (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

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.

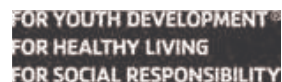
12a) Executive Director of Non-Profit Corporation or School Principal - RE

\_\_\_\_\_  \_\_\_\_\_  
 PRINT Name Title Date

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

Jenny Chan EVP & CFO \_\_\_\_\_ 3/21/2024  
 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



February 28, 2024

Woodland Hills Warner Center Neighborhood Council

Dear WHWCNC,

The West Valley Family YMCA believes in our mission of helping and serving our community. Since the start of the pandemic, we pivoted our focus to meeting the needs of the community around us. To this day, we still run a produce distribution program that has not seen a decline in attendance, but rather an increase in participants. Funding from the WHWCNC through an NPG form would greatly impact and benefit our programming. So far through these first 2 months of the year, we have already seen 2,250 families and 450 individuals pick up produce every Wednesday.

The YMCA is a nonprofit that relies on the donations and support of not only other organizations, but individuals as well. For the month of January, we have received a little over \$1,000 in donations from individuals and have spent about \$4,000 in transportation costs to bring the produce to our facility. We also provide shelf stable food, toiletries and baby items all donated to us through various organizations to meet the needs of our community.

We work with our local elected officials to receive funding via their discretionary funding to help support the work we do at the branch level. We recently submitted a request with Councilmember Bob Blumenfield to help support our efforts.

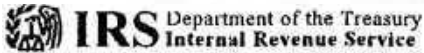
We believe that the work cannot be done alone, this is why we try and partner with as many community partners as we can. Our goal is to serve our neighbors to address their needs and we believe that the work we do every day truly impacts the lives of many for the better.

Sincerely,

A black rectangular box containing a white, handwritten signature that reads "Gary Ocampo".

Gary Ocampo

Executive Director



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248156166  
July 05, 2011 LTR 4168C E0  
95-1644052 000000 00  
00015660  
BODC: TE

**ITEM 3**

YOUNG MENS CHRISTIAN ASSOCIATION  
OF METROPOLITAN LOS ANGELES  
METROPOLITAN LOS ANGELES  
625 S NEW HAMPSHIRE AVE  
LOS ANGELES CA 90005-1342

Employer Identification Number: 95-1644052  
Person to Contact: MR GALLUPPI  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 23, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1988.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or 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.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

12169



0248156166

July 05, 2011 LTR 4168C E0  
95-1644052 000000 00

00015661

YOUNG MENS CHRISTIAN ASSOCIATION  
OF METROPOLITAN LOS ANGELES  
METROPOLITAN LOS ANGELES  
625 S NEW HAMPSHIRE AVE  
LOS ANGELES CA 90005-1342

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations

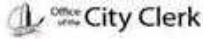


**Item No 7**

**Homelessness and Social Justice Advocacy Committee —Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs**

**(24-43) Funding Request - New Friend Homeless Center /Miracle Minded Ministries NPG- Community Support in the amount of \$1,500**

## ITEM 4



### City of Los Angeles Office of the City Clerk Neighborhood Council Funding Program



#### Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support **X**
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open, accessible, and free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A "Project Completion Report" template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) <u>New Friends Homeless Center (Operated by Miracle Minded Ministries 3)</u> <b>Organization Name</b>	<u>45-0569831</u> <b>Federal I.D. # (EIN#)</b>	<u>California</u> <b>State of Incorporation</b>	<u>Jan. 13, 2008</u> <b>Date of 501(c)(3) Status (if applicable)</b>
1b) <u>21781 Ventura Boulevard #337</u> <b>Organization Mailing Address</b>	<u>Woodland Hills</u> <b>City</b>	<u>CA</u> <b>State</b>	<u>91364</u> <b>Zip Code</b>
1c) <u>21777 Ventura Boulevard #239</u> <b>Business Address (if different)</b>	<u>Woodland Hills</u> <b>City</b>	<u>CA</u> <b>State</b>	<u>91364</u> <b>Zip Code</b>
1d) <b>PRIMARY CONTACT INFORMATION:</b>			
<u>April Belt</u> <b>Name</b>	<u>818-887-1109</u> <b>Phone</b>	<u>newfriendshomeless@gmail.com</u> <b>Email</b>	
2) <b>Type of Organization- Please select one:</b>			
<input type="checkbox"/> <b>Public School</b> (not to include private schools) <b>Attach Signed letter on School Letterhead</b>		or <input checked="" type="checkbox"/> <b>501(c)(3) Non-Profit</b> (other than religious institutions) <b>Attach IRS Determination Letter</b>	
3) <u>Name / Address of Affiliated Organization (if applicable)</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

The intent of this grant request is to gain financial support for food and supply expenses required for feeding the unhoused and food insecure population in Woodland Hills. New Friends Homeless Center currently operates meal services on Friday nights at 5650 Shoup Avenue in Woodland Hills. Any funds received as part of this grant will be used exclusively for food & supplies for an estimated 500 meals provided at NFHC for each month. This includes regular meal service on Friday nights. NFHC, with its strong and courageous leadership and

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

New Friends Homeless Center is dedicated to providing meals to the unhoused and food insecure in our community. We offer a place of respite, sanctuary and home for those who have no place to call home themselves. When our guests enter through the doors, they are made to feel welcome and are shown they are loved by a warm and kind staff of volunteers. Every Friday night, New Friends Homeless Center provides its guests with a free, nutritious four-course meal. In addition to meals, we offer our guests free clothing, hygiene kits, pet food, water, blankets, sleeping bags, and extra food. We are staffed by a group of over 50 volunteers from the community who provide personal attentive services designed to bring encouragement into the lives of the less fortunate. This includes live entertainment, food service and a friendly



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

DEPARTMENT OF THE TREASURY

Date: JAN 13 2008

MIRACLE MINDED MINISTRIES 3  
C/O APRIL BELT  
21871 VENTURA BLVD #337  
WOODLAND HILLS, CA 91364

Employer Identification Number:  
45-0569831  
DLN:  
17053344001037  
Contact Person: ID# 31217  
JOAN C KISER  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
July 06, 2007  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2011  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)





DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
PHILADELPHIA PA 19255-0023



000014

MIRACLE MINDED MINISTRIES 3  
1/2 APRIL L BELT  
21781 VENTURA BLVD #337  
WOODLAND HILLS CA 91364

Date of this notice: 08-21-2007

Employer Identification Number:  
45-0569831

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB OF THIS NOTICE.

#### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 45-0569831. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, please use the label we provided. If this isn't possible, it is very important that you use your EIN and complete name and address exactly as shown above on all federal tax forms, payments and related correspondence. Any variation may cause a delay in processing, result in incorrect information in your account or even cause you to be assigned more than one EIN. If the information isn't correct as shown above, please correct it using tear off stub from this notice and return it to us so we can correct your account.

To receive a ruling or a determination letter recognizing your organization as tax exempt, you should complete Form 1023 or Form 1024, Application for Recognition of Exemption and send to:

Internal Revenue Service  
PO Box 192  
Covington, KY 41012-0192

Publication 557, Tax Exempt for Your Organization, is available at most IRS offices or you can download this Publication from our Web site at [www.irs.gov](http://www.irs.gov). This Publication has details on how you can apply.

#### IMPORTANT REMINDERS:

- \* Keep a copy of this notice in your permanent records.
- \* Use this EIN and your name exactly as they appear above on all your federal tax forms.
- \* Refer to this EIN on your tax related correspondence and documents.

If you have questions, you can call or write to us at the phone number or address at the top of the first page of this notice. If you write, please tear off the stub at the end of this notice and send it along with your letter. Thank you for your cooperation.



**City of Los Angeles  
Office of the City Clerk  
Neighborhood Council Funding Program**

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Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
PO Box 2508  
Cincinnati, OH 45201

MIRACLE MINDED MINISTRIES 3  
21718 VENTURA BLVD 337  
WOODLAND HILLS, CA 91364

Date: February 13, 2024  
Employer ID number: 45-0569831  
Form 990 required: Yes  
Person to contact: Name: Mrs. Himikel  
ID number: 1000194579

Dear Sir or Madam:

We're responding to your request dated February 05, 2024, about your tax-exempt status.

We issued you a determination letter in January 2008, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**Item No. (8) Community Services Committee - Joyce Fletcher, Chair  
(24-44) Funding Request – 2 in 1 Hand Truck Dolly Foldable, 330LB Capacity Portable Folding Hand Cart**



**2 in 1 Hand Truck Dolly Foldable,330LB Capacity Portable Folding Hand Cart,Hand Truck Foldable Dolly with Retractable Handle,Folding Dolly Cart with Wheels,Collapsible Dolly for Moving**

- **【2 in 1 Multi-Position** Use as a 2 wheel dolly hand truck or a 4-wheel folding hand cart. Folding hand truck dolly can be quickly switched in just a few seconds without the need for pins or tools. Hand truck foldable made from durable steel frame and bearing capacity of 330 lbs.
- **【Foldable & Easy to Use)** The folding size of this foldable dolly cart is only 25×18×4.7inches.Weighs about 18 pounds. Foldable dolly cart with wheels can be conveniently stored in the trunk of a car. Foldable dolly with 5" dual bearing rubber wheels, which do not produce noise. Folding dolly with 360-degree swivel functionality.
- **【3 Gear Retractable Handle** The handle height of the hand cart foldable can be adjusted in three gears according to your height, The handle can be adjusted up to 52.8 inch. The handle with a cushion provides a comfortable grip when in use.
- **【Comes With Adjustable Bungee Cords】** Hand cart comes with 2 adjustable bungee cords, no additional purchase required. You can freely adjust the length of the bungee cord to secure the cargo.
- **【Wide Use &Worry Free After Sales** Foldable hand cart is a necessity for families offices warehouses and other places. We are committed to providing high-quality dolly and efficient after-sales service.