

**DRAFT MINUTES
WESTWOOD VILLAGE IMPROVEMENT ASSOCIATION
GENERAL MEETING of the
BOARD OF DIRECTORS
September 19, 2019**

The General Meeting of the WVIA was called to order at 8:30am at 1139 Glendon Avenue.

ROLL CALL

Board Members Present: Bill Tucker, John Heidt, Kevin Crummy, Jessica Dabney, Stephen Power, Paige Reilly, Josh Trifunovic,
Board Members Absent: Patrick Nally, Matt Lavin, Brad Erickson, Peter Clinco, Dean Abell
WVIA Staff Present: Andrew Thomas, Megan Furey, Melanie Emas
Others Present: Phil Gabriel, Steve Sann, Erin Seinfeld, Donovan Wilkes, Patrick Chandler, Renee Fortier, Dave Karwaski, Jasmine Shamolian, Martin Bilbao

I. Roll Call

II. Report from Board Chair

WVIA Treasurer Kevin Crummy welcomed the Board and public to the meeting.

III. Report from Staff

Andrew Thomas gave a brief overview of the meeting's agenda and went through the materials included in the Board Meeting packet. Andrew also updated the Board on the Westwood Village/UCLA Block Party and the 2019 WVIA Annual Meeting.

IV. Public Input

The Board heard general public comment from Steve Sann and Phil Gabriel.

V. Committee Reports

Business Attraction and Retention (met 8/8/19 and 9/11/19)

Executive Committee (9/4/19)

John Heidt gave the report for the Business Attraction and Retention Committee. The report for the Executive Committee was incorporated into the meeting agenda items.

VI. Consent Calendar

A. Approval of Minutes (7/18/19 Board Meetings)

B. Financial Statements for the Periods Ending 7/31/19 and 8/31/19

C. Information Item: Board Attendance Report

Jessica Dabney made the motion, seconded by John Heidt, to approve the Consent Calendar. All in favor.

VII. Open Session Agenda Items – All Items May Result in Board Action (please note that public comment is limited to 3 minutes per individual item).

A. WVIA Officer Elections

The WVIA Board will elect a Chair

After discussion, Jessica Dabney made the motion, seconded by Josh Trifunovic, to elect Kevin Crummy as Chair of the WVIA Board of Directors. All in favor.

B. 2020 WVIA Budget

The Board will hear a recommendation from the Executive Committee that the Board approve the 2020 draft

budget

After discussion, Jessica Dabney made the motion, seconded by Kevin Crummy, to approve the proposed 2020 WVIA Budget. All in favor.

C. 2020 WVIA Annual Planning Report

The Board will hear a recommendation from the Executive Committee that the WVIA Board approve the draft 2020 Annual Planning Report

After discussion, Jessica Dabney made the motion, seconded by Paige Reilly, to approve the proposed 2020 Annual Planning Report. All in favor.

D. WVIA Financial Protocol

The Board will hear three recommendations from the Executive Committee:

- 1) to amend Financial Protocol Item #8 from “Any one Board Officer or the Executive Director may sign checks up to \$1,500. Checks over \$1,500 require two signatures from any Board Officers or the Executive Director” to “Any one member of the Executive Committee or the Executive Director may sign checks up to \$2,500 or any rent checks payable through a Board-approved lease agreement. Checks over \$2,500 require two signatures from any Executive Committee member or the Executive Director.”
- 2) to eliminate Financial Protocol #12 which reads, “Credit cards and debit cards will not be issued.”
- 3) to amend Financial Protocol Item #15 from “WVIA contracts exceeding \$5,000 require the procurement of at least three competitive bids. Large contracts will be reviewed by the Board prior to execution” to “WVIA contracts exceeding \$10,000 require the procurement of at least three competitive bids. Large contracts will be reviewed by the Board prior to execution.”

After discussion, Kevin Crummy made the motion, seconded by Jessica Dabney, to approve the three Executive Committee recommendations. All in favor. The Board asked the Executive Committee to agendize at a future meeting the establishment of protocols for WVIA credit card oversight.

E. Sepulveda Transit Corridor Project

The Board will hear a presentation from Metro and also UCLA Transportation regarding Metro’s Sepulveda Transit Corridor

After discussion, Jessica Dabney made the motion, seconded by Josh Trifunovic, to support the proposed Sepulveda Transit Corridor Project with underground transit lines, a stop at the UCLA campus, and a connection to the Metro Purple Line. All in favor.

VIII. Adjourn

The meeting adjourned at 10:18 a.m.

The undersigned certify that these minutes were approved and adopted at the WVIA Board of Directors meeting on _____.

Chair of the Meeting/Kevin Crummy

Secretary of the Meeting