

HCNNC

HISTORIC CULTURAL NORTH NEIGHBORHOOD COUNCIL

CHINATOWN • EL PUEBLO • SOLANO CANYON • VICTOR HEIGHTS



Friday, December 13, 2019 – 5:45 p.m. - 7:45 p.m.

Special Board Meeting

通用董事會會議 · Reunión de la Junta

Chinatown Branch Library, 639 N. Hill Street, Los Angeles, CA 90012

MINUTES

1 — Welcoming Remarks - Call to Order and Introductions (5:48 p.m.)

The meeting was called to order by Chair Don Toy at 5:48 p.m.

Approximately two individuals were in the audience. A Cantonese interpreter, a technician for the translation equipment, a security guard, and Mario Hernandez, DONE Representative, were present.

2 — Establishment of Quorum - Roll Call (5:48 p.m.)

14 board members were present at 5:48 p.m. There was quorum.

	Present		Present		Present		Present
Huiling Cai	Arrived 5:56pm	Tuong Hoang	✓	Phyllis Ling	✓	Steve Rice	✓
Norma Garcia	✓	Ne Hung Hom	✓	Bryce Louie	✓	Don Toy	✓
Wilson Gee	✓	Mei Wah Lau	✓	Miho Murai	✓	Esther Woojan	Absent
Paul Hanley	✓	Xiao Ping Liang	✓	Tony Quon	Arrived 5:52pm	Wai So Yuan	✓
Valerie Hanley	✓						

3 — Discussion and possible action to approve the minutes of the HCNNC General Meeting of November 15, 2019.

Tony Quon arrived at 5:52 p.m. 15 board members were present.

Motion: Approve the minutes of the HCNNC Meeting of November 15, 2019 (Miho Murai motioned, Paul Hanley seconded).

Board Discussion: Chair Toy suggested writing out “Land Use Committee” instead of using the acronym “LUC,” because it is confusing in the Chinese-translation.

Public Comment: None.

Vote on Motion: Unanimous (15-Yes, 2-Absent). MOTION PASSED.

4 — General Public Comment on Non-Agenda Items (Up to two minutes per speaker) (5:55 p.m.)

Raymond Yu – Signal light upgrade to 12” large signal heads is needed at Broadway/Bernard, in anticipation for events in 2020 including the Golden Dragon Parade and Firecracker Run.

Huiling Cai arrived at 5:56 p.m. 16 board members were present.

Bill Chin – Requested that the neighborhood council contact the City Councilman, Bureau of Street lighting, or the Department of Water and Power to report the street light upgrade needed on Beaudry Ave in Victor Heights.

5 — Community/Government Reports & Announcements (5:58 p.m.)

- 5.1 *LA City Council District Representatives* - None
- 5.2 *Public Safety* - None
- 5.3 *Other Government Departments/Agencies, including the Department of Neighborhood Empowerment representatives*

Mario Hernandez (DONE) – If board members have a conflict of interest, or are unsure and haven’t spoken to the City Attorney’s Office, they may decide to recuse themselves on an item on the agenda. To properly recuse, a board member must do the following: (1) state for the record that they are recusing themselves, (2) state the reason for their recusal, and (3) leave the room during the discussion. All three points need to be noted in the minutes. April 15 is the deadline for bylaws changes, which need to be submitted to the DONE for review.

David Louie, El Pueblo Commissioner – Reported that El Pueblo has had approximately 30,000 visitors in the last 72 hours for various events. Don Toy commented on traffic problems related to these events. Valerie Hanley noted that the promoter rents parts of El Pueblo and the Archdiocese puts on these events, and they are working with the promoter to address these problems in the future.

- 5.4 *Community Organizations* - None

6 — ***Executive Committee Officer’s Reports***

6.1 ***Chair’s Report***

Chair Toy noted that board member Esther Woojan was absent due to illness. He also shared the volunteer activities that several board members were engaged in, including neighborhood activities for the holidays. He noted that he is working with the Housing Authority at William Mead Homes, but requested any contacts for residents there to improve outreach.

6.2 ***Vice Chair #1 & #2 Reports***

None

6.3 ***Secretary’s Report***

The Secretary reported on absences.

6.4 ***Treasurer’s Report***

6.4.1 ***Discussion and possible action to approve the Monthly Expenditure Report (MER) for October 2019.***

Motion: Approve the Monthly Expenditure Report (MER) of October 2019 (Steve Rice motioned, Valerie Hanley seconded).

Board Discussion: Miho Murai asked for clarification regarding the beginning balance, and why it was higher than the budget for the year. Mario Hernandez explained that the City Clerk is reimbursing the neighborhood council for translation, and the reimbursements are appearing as additional funds in the beginning balance.

Public Comment: None.

Vote on Motion: 14-Yes, 1-Abstain, 1-Ineligible, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	Yes	Steve Rice	Yes
Norma Garcia	Yes	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Abstain
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	Yes	Esther Woojan	Absent
Paul Hanley	Yes	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	Yes						

6.4.2 ***Discussion and possible action to approve the Monthly Expenditure Report (MER) for November 2019.***

Motion: Approve the Monthly Expenditure Report (MER) of November 2019 (Steve Rice motioned, Paul Hanley seconded).

Board Discussion: None.

Public Comment: None.

Vote on Motion: 14-Yes, 1-Abstain, 1-Ineligible, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	Yes	Steve Rice	Yes
Norma Garcia	Yes	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Abstain
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	Yes	Esther Woojan	Absent
Paul Hanley	Yes	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	Yes						

Treasurer Rice reported that because the expenses for translation of meeting agendas and minutes, and for the live interpreter/equipment are listed as budget line items as operational expenses and are recurring expenses, they do not need to be voted on by the board prior to payment. Therefore, items 6.4.3 through 6.4.7 can be removed from the agenda.

Mario Hernandez added that it is the City Clerk’s funding policy that the Treasurer is required to submit the invoice and Board Action Certification for these expenses, and that the same applies for the printing of materials for the meetings. These expenses are reported in the monthly expenditure reports.

6.4.8 Discussion and possible action to approve the payment of up to \$350 to the Chinatown Library for the rental of the meeting room and security for the December 13, 2019 meeting.

Motion: Approve the payment of \$219 for the security at the December 13, 2019 meeting (Steve Rice motioned, Wilson Gee seconded).

Board Discussion: Chair Toy noted that the expense was only for the security, which was required by the library because the public library closes at 5:30 on Fridays. The meeting room rental was free.

Public Comment: None.

Vote on Motion: 15-Yes, 1-Ineligible, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	Yes	Steve Rice	Yes
Norma Garcia	Yes	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Yes
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	Yes	Esther Woojan	Absent
Paul Hanley	Yes	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	Yes						

7 — Old Business

7.1 Discussion and possible action to appoint members to HCNNC’s standing committees.

Note: Per Article VII, Section 3.B Committee members are appointed by the Chair and confirmed by half majority vote of the Board. Committees shall be comprised of at least three, but no more than four Board Members and may include any interested Stakeholder.

7.1.1 Budget and Finance

Motion: Approve the appointment of Miho Murai and Don Toy to the Budget and Finance committee (Steve Rice motioned, Phyllis Ling seconded).

Board Discussion: None.

Public Comment: None.

Vote on Motion: Unanimous (16-Yes, 1-Absent). MOTION PASSED.

7.1.2 Outreach and Communications

7.1.3 Planning and Land Use

Iciar Rivera asked if the Land Use Committee was open to adding new members. She added that she would like to be on the committee. Wilson Gee, Chair of the committee, commented that they have not received any new notices about projects that need to be heard, and that he has checked with Council District 1 as well. He

added that he would like to have meetings first to see how it goes before adding more members. The members right now are Tony Quon, Steve Rice, Don Toy, Wilson Gee, and Dennis Lee. He recommended that she attend the the first meeting.

7.1.4 Schools and Libraries

7.1.5 Arts, Parks, Recreation, and Culture

No other committee appointments were made. The bylaws committee is working to amend the bylaws, lowering the number of required board members per committee to a minimum of 2 instead of 3.

7.2 *Discussion and possible action to approve renting of office and meeting space at 625 W College Street, for the HCNNC, at \$950/month for a one year lease. The space is approximately 600 sqft, and would be available for all HCNNC meetings, including general board and committee meetings. Location subject to ADA compliance. (625 W COLLEGE SUITE 202 LEASE-2.pdf)*

Motion: Approve the rental of office and meeting space at 625 W College Street, for the HCNNC, at \$950/month for a one year lease (Steve Rice motioned, Mei Wah Lau seconded).

Board Discussion: The initial term of the lease would be from February 1st to June 30. According to the City Clerk's Office, the lease takes approximately 30 days to approve, and the board can only approve funding per fiscal year. The board would need to agendaize the renewal of the lease for the next fiscal year. The space is approximately the size of the Plum Tree meeting location. Paul Hanley asked who the landlord was and whether any board members had conflicts of interest; Wilson Gee clarified that the landlord was Patrick Lee, and that he looked into other office spaces, but this was the only one that had free parking.

Pros:

Don Toy--Property includes free parking in the parking lot. Could use for all committee meetings.

Ne Hung Hom – Having a set office space for meetings, mail, and phone would be more convenient for everyone.

Wilson Gee -- The office space helps the board be more efficient in doing its job. The board should operate more like a business.

Steve Rice – There would be more room to spread out and look at plans for the Land Use Committee.

Mei Wah Lau -- It has been very difficult to find locations for the meetings every month.

Bryce Louie -- It is important to have a base location and to be consistent with the public.

Phyllis Ling – Space would be good for committee meetings. Philippe's is noisy.

Cons:

Paul Hanley and Valerie Hanley - This is ¼ of HCNNC's yearly budget. Rent and operational expenses should be minimized. Money should be put back into the community and outreach.

Paul Hanley, Valerie Hanley, and Norma Garcia -- There are many unknown, associated expenses, such as internet, phone, tables, and chairs.

Miho Murai – This is much more expensive than using the Chinatown Library, which includes tables and chairs for free. It would probably sit empty most of the time. She did not go inside this space, but saw another suite in the building that was long and narrow.

Valerie Hanley -- The Plum Tree location was very cramped. A small meeting space is not good for the community, especially if there are contentious issues at a Land Use Committee meeting.

Valerie Hanley and Miho Murai -- Now that regular meeting dates are set, the board can set a meeting calendar with meetings at the Library or El Pueblo, rather than searching for a new location every month.

Phyllis Ling –The space would only be worth it if all meetings are held there. Land Use Committee meetings could be held at Casa Italiana, which is less expensive and much larger, and used by HCNC in the past.

Valerie Hanley asked what the space looks like. Wilson Gee described it as rectangular and offered to schedule a tour with the broker for board members to look at the space.

Motion to Table: Table this item until board members have a chance to look at the office space (Valerie Hanley motioned, Paul Hanley seconded).

Amendment: Add to table this motion until a list of expenses for the office space -- phone, tables, internet, office equipment, chairs – is made (Miho Murai). Valerie Hanley accepted the friendly amendment.

Motion to Table (Amended): Table the main motion until board members look at the office space and compile a list of the associated expenses, including phone, internet, office equipment, tables and chairs (Valerie Hanley motioned, Paul Hanley seconded).

Public Comment: None.

Vote on Motion to Table (Amended): 6-Yes, 9-No, 1-Abstain, 1-Absent. MOTION FAILED.

	VOTE		VOTE		VOTE		VOTE
Huilng Cai	No	Tuong Hoang	No	Phyllis Ling	Yes	Steve Rice	No
Norma Garcia	Yes	Ne Hung Hom	No	Bryce Louie	Abstain	Don Toy	No
Wilson Gee	No	Mei Wah Lau	No	Miho Murai	Yes	Esther Woojan	Absent
Paul Hanley	Yes	Xiao Ping Liang	No	Tony Quon	Yes	Wai So Yuan	No
Valerie Hanley	Yes						

Mario Hernandez noted that DONE is working on a list of locations for meetings for each neighborhood council. He added that according to the Councilman’s field deputy, that Cathedral High School has a new multipurpose room, which it is required to rent for free.

Board Discussion: Valerie Hanley asked if Patrick Lee is related to Dennis Lee on the Land Use Committee. He is not. Miho Murai asked if the office space is ADA compliant and asked that the motion be amended to include ADA compliance. Steve Rice accepted the friendly amendment.

Amended Motion: Approve the rental of office and meeting space at 625 W College Street, for the HCNNC, at \$950/month for a one year lease, subject to ADA compliance (Steve Rice motioned, Mei Wah Lau seconded).

Board Discussion: Wilson Gee noted that Mario Hernandez will inspect the property prior to entering into the contract.

Public Comment: Question about the maximum occupancy and if there will be room for ADA access when the tables and chairs are set up for a meeting. Wilson Gee did not know. Chair Toy noted that these questions can be answered at the inspection.

Vote on Amended Motion: 10-Yes, 5-No, 1-Ineligible, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huilng Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	No	Steve Rice	Yes
Norma Garcia	No	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Yes
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	No	Esther Woojan	Absent
Paul Hanley	No	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	No						

7.3 *Discussion and possible action to select a regular meeting place for the Historic Cultural North Neighborhood Council regular meeting on the 3rd Friday of each month. Location subject to ADA compliance.*

Motion: Select the office space at 625 West College Street as the regular meeting place for the Historic Cultural North Neighborhood Council regular meetings on the 3rd Friday of each month, subject to ADA compliance (Don Toy motioned, Mei Wah Lau seconded).

Board Discussion: Valerie Hanley asked who would hold the key. Wilson Gee suggested that it could be kept in a lockbox for the board members.

Public Comment: Question about whether the location has free parking.

Vote on Motion: 12-Yes, 4-No, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	Yes	Steve Rice	Yes
Norma Garcia	No	Ne Hung Hom	Yes	Bryce Louie	Yes	Don Toy	Yes
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	No	Esther Woojan	Absent
Paul Hanley	No	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	No						

7.4 *Discussion and possible action to approve payment of up to \$150 to Namecheap for web domains and hosting service for one year for the official website for HCNNC.*

Motion: Approve payment of up to \$150 to Namecheap for web domains and hosting service for one year for the official website for HCNNC (Miho Murai motioned, Mei Wah Lau seconded).

Board Discussion: None.

Public Comment: None.

Vote on Motion: 15-Yes, 1-Ineligible, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	Yes	Steve Rice	Yes
Norma Garcia	Yes	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Yes
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	Yes	Esther Woojan	Absent
Paul Hanley	Yes	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	Yes						

7.5 *Discussion and approval of up to \$150/month for a 12-month contract for a business phone landline for the HCNNC, which can also be used faxing.*

Mei Wah Lau left the room at 7:35 p.m. 15 board members were present.

Miho Murai asked that this expenditure also include internet service.

Motion: Approve payment of up to \$150 per month for a 12-month contract for a business phone landline and internet service for the HCNNC (Steve Rice motioned, Wilson Gee seconded).

Board Discussion: Phyllis Ling noted this expense would be more than the entire Outreach budget, and that HCNNC already has a phone number, which is a Google Voice number that goes directly to email. Valerie Hanley commented that this is too much for a phone line when the Google Voice number is free. Norma Garcia noted that a lot of money, approximately \$15,000 is being allocated to office and meeting space, plus more for the tables and chairs.

Mei Wah Lau returned to the room. 16 board members were present.

Public Comment: None.

Vote on Motion: 9-Yes, 6-No, 1-Ineligible, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	No	Steve Rice	Yes
Norma Garcia	No	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Yes
Wilson Gee	Yes	Mei Wah Lau	Yes	Miho Murai	No	Esther Woojan	Absent
Paul Hanley	No	Xiao Ping Liang	No	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	No						

7.6 *Discussion and possible action to approve the payment of up to \$1500 to Graphic Mart for the development of the official HCNNC logo, and for the printing of business cards, letterheads, and envelopes. (GraphicMart-PrintingEstimate-11-25-19.pdf.)*

Motion: Approve payment of up to \$1500 to Graphic Mart for the development of the official HCNNC logo, and for the printing of business cards, letterheads, and envelopes (Wilson Gee motioned, Steve Rice seconded).

Board Discussion: Norma Garcia volunteered to create a logo for HCNNC for free rather than pay Graphic Mart. Wilson Gee noted that it has been over 35 years since he was a partner in Graphic Mart, but he would abstain from voting just to be safe. Miho Murai questioned the expense being

higher than Vista Print and asked if the board could also get a bid from ER Copies. Wilson Gee clarified that the bid is for 500 business cards for each of the 17 members, not just one member. And with Vista Print, you have to do a lot more work to set up the cards. Graphic Mart will make proofs for everyone to look over prior to printing. He noted that the service includes typesetting in Chinese, two-sided printing for everyone who wants it. Phyllis Ling questioned the need for envelopes and letterheads, that they should be designed on a word processing program and printed as needed. Steve Rice supported having envelopes and letterheads printed to look more professional. The El Pueblo members noted that they do not want any business cards.

Public Comment: None.

Vote on Motion: 10-Yes, 4-No, 1-Abstain, 1-Absent. MOTION PASSED.

	VOTE		VOTE		VOTE		VOTE
Huiling Cai	Yes	Tuong Hoang	Yes	Phyllis Ling	Yes	Steve Rice	Yes
Norma Garcia	No	Ne Hung Hom	Yes	Bryce Louie	Ineligible	Don Toy	Yes
Wilson Gee	Abstain	Mei Wah Lau	Yes	Miho Murai	No	Esther Woojan	Absent
Paul Hanley	No	Xiao Ping Liang	Yes	Tony Quon	Yes	Wai So Yuan	Yes
Valerie Hanley	No						

9 — Board Member Comments and Announcements (7:49 p.m.)

Miho Murai announced the renters assistance subsidy program from the City. Also, due to a law that was passed, landlords that raise the rent more than 8% need to roll it back in 2020. A flyer was included in the meeting documents.

10 — Requests and Motions for Future Agenda Items (7:50 p.m.)

Steve Rice requested to add the hiring of an assistant for the board to the next agenda.

Phyllis Ling requested that the board discuss funding for the translation of the bylaws at the next meeting.

No other items on the agenda were considered as the deadline to vacate the facility was reached.

11 — Adjournment (7:50 p.m.)

Motion: Adjourn the meeting (Mei Wah Lau motioned, Ne Hung Hom seconded).

Vote on Motion: Unanimous (16-Yes, 1-Absent). MOTION PASSED.

The meeting was adjourned at 7:50 p.m.

Officers

Don Toy Chair	Mei Wah Lau 1st Vice-Chair	Bryce Louie 2nd Vice-Chair	Phyllis Ling Secretary	Steve Rice Treasurer
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Neighborhood Representatives

Xiao Ping Liang Chinatown At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Mei Wah Lau Chinatown Business Owner/ Employee Representative	Wai So Yuan Chinatown Non-Profit Representative	Tuong Hoang Chinatown Residential Representative	Ne Hung Hom Chinatown Residential Representative
Paul Hanley El Pueblo At-Large Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Norma Garcia El Pueblo Business Owner/ Employee Representative	Valerie Hanley El Pueblo Non-Profit Representative	Huilin Cai Solano Canyon Residential Representative	Phyllis Ling Solano Canyon Residential Representative
Wilson Gee Solano Canyon Business Owner/ Employee/ Non-Profit/ Property Owner Representative	Steve Rice Victor Height Business Owner/ Employee/ Non-Profit/ Property-Owner Representative	Don Toy Victor Heights Residential Representative	Esther Woojan Victor Heights Residential Representative	Bryce Louie At-Large Youth Representative
Miho Murai At-Large Representative	Tony Guon At-Large Representative			

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