



Doug Fitzsimmons
President

Brian Kite
Vice-President

Terrence Gomes
Treasurer

Martin Epstein
Secretary

**South Robertson
Neighborhoods Council**

PO Box 35836
Los Angeles, CA 90035

P: (310) 295-9920
F: (310) 295-9906
E: info@soronc.org

soronc.org



City of Los Angeles Certified
Neighborhood Council

Board Training & Retreat Agenda

Sunday, March 17, 2013 10:00am—4:00pm

Simon Wiesenthal Center 3rd Floor

1399 S. Roxbury Dr., Los Angeles, CA 90035 (Pico and Roxbury)

- I. **Call to Order & Roll Call**
- II. **General Public Comment** (*6 minutes*)
- III. **New Board Members Training**
 - a. Intro (*5 minutes*)
 - b. Overview and History of South Robertson NC (*5 minutes*)
 - c. Roles and Responsibilities of the Board Members, Officers and Committee Chairs (*10 minutes*)
 - d. Overview of Neighborhood Council and Organizational Chart (*5 minutes*)
 - e. Discussion of City Agencies (*5 minutes*)
 - f. Online Trainings available and recommended (*5 minutes*)
 - g. By-Laws (*15 minutes*)
 - h. Rules and Regulations (*20 minutes*)
 - i. Brown Act
 - ii. Robert's Rules
 - iii. Rosenberg's Rule
 - iv. Standing Rules
 - v. Code of Civility
 - vi. Public Records Act Overview
 - vii. Conflict of Interest
 - i. Parliamentary Procedures (*25 minutes*)
 - i. How to Make the Most of Meetings
 - ii. Posting Agendas
 - iii. Motions
 - iv. Calling the Question
 - v. Only the chair can call the question and end the discussion
 - vi. Order of the Day
 - vii. Quorum
 - j. Board Mentor Program (*5 minutes*)
 - k. Question and Answer Session (*15 minutes*)
 - l. Wrap-Up and Next Meeting Dates (*5 minutes*)
- IV. **Break for Lunch (Noon)**
- V. **Full Board Retreat (12:30pm)**
 - a. Welcome, Overview of Retreat and Setting Intentions (*5 minutes*)
 - b. **Part I: Being an Effective Board Member**
 - i. Recap of new board member training (*5 minutes*)
 - ii. Discuss Mentoring Program (*5 minutes*)
 - iii. Tips and Tricks from "seasoned" board members (*30 secs per board members up to 10 mins*)
 - iv. Funding Overview and Changes (*15 minutes*)
 - Demand Warrants
 - P-Card
 - NPG Grants
 - Reporting and follow-ups of grants
 - v. Outreach (*10 minutes*)
 - vi. Communication Styles Exercise (*10 minutes*)
 - vii. Personal Interests and Goals (*5 minutes*)
 - c. **10 minute break**
 - d. **Part II: Building a Common Vision**
 - i. Neighborhood Council and SORO Mission discussion (*20 minutes*)
 - ii. Recap 2012 (*10 minutes*)



- iii. What are Board Priorities? What should we do?
 - Brainstorm (20 minutes)
 - Categorize (10 minutes)
 - Big Ideas (20 minutes)

e. **Part III: Wrap Up**

- i. Group Thoughts and Questions (15 minutes)
- ii. Susan Bursk Award Nominations (5 minutes)
- iii. Self Evaluations for all board members (5 minutes)
- iv. Schedule mini-retreat in 6 months to check-in with goals, obstacles and follow-up on self-evaluation (5 minutes)

VI. Adjournment

Note: *Public comment will be taken for each motion prior to Board action. In the interest of addressing all items on the agenda, time limits for individual comments and discussion may be set at the discretion of the Chair.*

Special thanks to our official posting locations:

Demers & Associates, The Robertson Blvd Library, The Robertson Recreation Center, The Office of Councilmember Paul Koretz, Malcolm Brown Insurance Co., Hamilton High School, and the SORO NC and DONE websites.

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 (soronc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact us via phone at (310) 295-9920 or via email at info@soronc.org.

SORO NC Board members abide by a code of civility (soronc.org/civilitycode). Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Neighborhood Council. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant to California Penal Code Section 403.

Translators, sign language interpreters, assistive listening devices for the hard of hearing and/or other auxiliary aids/services are available upon request. To ensure the availability of services, please make your request at least three (3) working days before the scheduled date. If you have any questions regarding this notice, please call (213) 978-1551.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.