



Northwest San Pedro Neighborhood Council (NWSPNC)

Board Retreat Agenda

Saturday, 13 September 2025, 1 p.m. ~ 5 p.m.

Los Angeles Police Department Community Room

2175 John S. Gibson Blvd., San Pedro, CA 90731

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: The public, when prompted by the presiding officer, 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 (no discussion) when the respective item is being considered.

Comments from the public on non-agenda items that are within the Board's jurisdiction will be heard during the General Public Comment period. **Any member of the public who wishes to address the Board must fill out a speaker request form, located on the table at the entrance to the meeting room, and submit it to the NWSPNC President or Vice President.** Any items not addressed will be carried over to the next meeting.

*** Any item on this agenda could result in motions and/or actions ***

- 1. Welcome and Call to Order – Announce Recording Start. Roll Call. – Gary De La Rosa/Vic Christensen**
STUDENTS: When prompted, please raise your hand if you're a student.
- 2. General Public Comments on Non-Agenda Items – Gary De La Rosa**
The public, when prompted by the presiding officer, is invited to speak on issues of general interest during this comment period. Comments during this specific agenda item will be heard only (no discussion). Comments shall be limited to two (2) minutes per speaker unless modified by the presiding officer. The presiding officer may establish a maximum length of time for all speakers as needed. **When recognized to speak, each speaker is requested to use the microphone and state their first and last name for the record.**
- 3. Self-Introductions – Ray Regalado**
Opportunity for board members and guests to identify themselves and state why they are on the neighborhood council, what they hope to accomplish, and the level of their respective commitment.
- 4. Neighborhood Council Funding Review and Event Budget Request Process – Melanie Labrecque**
- 5. Neighborhood Council and Community Events Participation – Ray Regalado**
- 6. Proposed Committees/Liaisons/Other Representatives Appointments – Ray Regalado**

7. General Areas of Responsibility for Board Members and Committee Chairs – Ray Regalado

Join a committee. Each committee meets at least monthly. Committees address appropriate issues.

Standing Committees:

- Budget and Finance
- Youth and Outreach
- Planning, Land Use, and Port
- Community Issues
- Environment and Sustainability
- Public Safety
- Bylaws and Elections
- Executive (President, Vice President, Treasurer, Secretary)

8. Bylaws (BL) and Standing Rules (SR) Reminders – Vic Christensen

a. Absences – BL Article V, Section 7

The Board may, at its discretion, remove any member or officer who has two (2) unexcused absences from regular or special Board meetings within any consecutive twelve (12) month period during their term. An unexcused absence occurs when the Board member fails to notify the President or Secretary that he or she is unable to attend the meeting and states the reason he or she cannot attend. Absences shall be recorded in Board meeting minutes and shall reflect whether or not they are excused or unexcused.

b. Training – BL Article XIV, Section 2

All Board members are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board members are created to ensure success during their period of service. All Board members shall complete mandatory trainings as prescribed by the City Council, BONC, the Office of the City Clerk, NC Funding Program, and DONE.

Board members not completing training within sixty (60) days of being seated, or after the expiration of their training, shall lose all Council voting rights until such time as they have completed the training. During the period in which a Board member has lost their voting rights, they shall not be counted as part of the Board for any quorum and shall not participate in any Board actions. All board members must take ethics and funding training prior to making motions and voting on funding-related matters.

In the event that a Board member is unable to complete their training due to a problem(s) with the DONE training platform and upon resolution of the DONE training platform problem(s), the Board member shall be given a reasonable amount of time to complete their required training. Should they fail to complete their required training within this reasonable amount of time, they shall lose their Council voting rights as described earlier in this section.

c. Committee Meetings – BL Article VII, Section 3.D

With the exception of ad hoc committees created in compliance with Article VII Section 2A, committee meetings are subject to and shall be conducted in accordance with the Brown Act. The chairs shall keep a written record of committee meetings, including attendance, and shall provide regular reports on committee matters to the Board.

d. Notifications/Postings – BL Article VIII, Section 3

Notice shall be posted at least seventy-two (72) hours in advance of a regular board meeting and twenty-four (24) hours in advance of a special meeting, whether a committee meeting or board and stakeholder meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy.

e. Committee Participation – SR Section 4

1. All Board Members must participate on at least one committee during their tenure as a Board Member at all times.

2. The term of appointment for all committee chairs, co-chairs or vice-chairs, if any, and committee members shall be for one year starting with the August Board meeting and ending with the August Board meeting of the following year, or until new appointments are confirmed, whichever is later. Additional appointments may be made during the year and their term will also end at the August Board meeting.

3. Committees shall meet monthly and abide by the Ralph M. Brown Act requirements. The committee chairpersons shall submit written reports of their committees' activities and actions, by the Wednesday prior to the next Board Meeting, unless they are meeting on that Tuesday or Wednesday in which case they may submit them on Thursday, to the person designated by the President. The report shall include a list of those in attendance at the meeting, excused and unexcused absences, any actions taken, including any motion(s) language, and the vote on each motion.

4. Any committee member who has two (2) unexcused absences from regular or special committee meetings may be recommended for removal. Absences shall be recorded in the Committee meeting reports and shall indicate whether or not they are excused or unexcused. An unexcused absence occurs when the committee member fails to notify the committee chair, co-chair, or vice-chair that he or she is unable to attend the meeting and states the reason he or she cannot attend.

f. Speaker Time Limits – SR Section 5

Because the Northwest San Pedro Neighborhood Council wishes to hear as diverse a set of stakeholder opinions as possible, and prolonged orations by Board members can inhibit that, any single address by a Board member during a Board meeting shall be no longer than two minutes. A Board Member shall not speak a second time on an issue until all other board members have had an opportunity to speak. Once an agenda item has been placed on the floor for consideration and seconded, comments from the public shall be heard before comments from members of the Board.

g. Responsibilities of Board Liaisons – SR Section 11

Board appointed liaisons are expected to regularly attend and submit written reports of all meetings, activities and issues pertaining to the liaison position to be included in the Board agenda packet; help keep communication between the two organizations open and transparent; actively identify issues of mutual concern and develop proposals for board action; and advocate in good faith for official Board positions and recommendations. The liaison may not vote to endorse or otherwise publicly represent a position on an issue without prior Board adoption of the position.

9. Action Item(s) Review – Goal or Objective Setting – Gary De La Rosa

10. Final Comments – All

Adjournment

**www.nwsanpedro.org | board@nwsanpedro.org | (310) 918-8650
638 S. Beacon Street, Box 688, San Pedro, CA 90731**

Please note that under the Brown Act, the Board is prohibited from acting on a matter brought to its attention during the General Public Comment on Non-Agenda Items period; however, an issue(s) raised during this comment period may become the subject(s) of a future Board meeting(s). Comments are limited to two (2) minutes per speaker unless adjusted by the presiding officer of the Board.

THE AMERICANS WITH DISABILITIES ACT (ADA) - 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, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting by contacting the Northwest San Pedro Neighborhood Council at 310-918-8650.

PUBLIC POSTING OF AGENDAS – Northwest San Pedro Neighborhood Council agendas are posted for public review as follows: • LAPD Harbor Division Station, 2175 John S. Gibson Blvd, San Pedro, CA 90731 • <https://www.nwsanpedro.org/> • You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>.

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 Section 48.01 et seq. More information is available at <https://ethics.lacity.org/lobbying/>. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

PUBLIC ACCESS OF RECORDS – In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at 1840 S Gaffey St, San Pedro, CA 90731, at our website: <https://www.nwsanpedro.org/>, or at a scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Northwest San Pedro Neighborhood Council at 310-918-8650.

RECONSIDERATION AND GRIEVANCE PROCESS: For information on the Northwest San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NWSPNC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.nwsanpedro.org/board-bylaws>.

SERVICIOS DE TRADUCCION - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Secretary, al 310-918-8650 o por correo electrónico board@nwsanpedro.org para avisar al Concejo Vecinal.