

MINUTES
Inter-Neighborhood Council Organization (INCO) Executive Board Meeting
Wednesday, August 13, 2025

A. ROLL CALL

At 6:07 p.m., Chair Diana Velzy called the meeting to order in the Closed Session conference room. Present were Chair Velzy, 3rd Vice Chair Bissonnette, and 4th Vice Chair Tauber. A quorum of members was present.

Lemonwood Neighborhood Council Chair Larry Stein attended the meeting.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of July 9, 2025
RECOMMENDATION: Approve.
ACTION: Motion by Doug Tauber, second by Chris Bissonnette to approve the minutes with the correction to the July meeting date. Approved.

C. PUBLIC COMMENTS

None.

D. BUSINESS

1. SUBJECT: Discussion on INCO Subcommittee Requirements
RECOMMENDATION: That the INCO Executive Board receive information on INCO subcommittee (standing and ad hoc) requirements from Assistant City Attorney Jason Zaragoza, followed by discussion.

Assistant City Attorney Jason Zaragoza shared general information about standing and ad hoc committees. The INCO bylaws state that committees can be 3 or 5 members only, with the chair serving as an ex-officio member. He advised against standing committees due to Brown Act requirements and recommended the use of ad hoc committees for specific limited term projects to research. He shared that the bylaws were last updated in 2015 and recommended reviewing and updating these. A discussion followed.

2. SUBJECT: INCO Subcommittees
RECOMMENDATION: That the INCO Executive Board receive an update, followed by discussion.

Parade/Tamale Festival: Chair Velzy and Larry Stein briefly discussed this subcommittee, including a question about the cost for the Tamale Festival participation and getting confirmation from neighborhoods interested in participating to reach the minimum 15 per the INCO general membership vote. The group discussed a timeframe for the INCO general membership to take a vote and determine participation.

Activation: Chair Velzy mentioned activation efforts for various neighborhoods, including Marina West, Mar Vista and Diamond Bar Neighborhoods. Larry Stein volunteered to assist with Diamond Bar.

3. SUBJECT: INCO General Membership Meeting
RECOMMENDATION: That the INCO Executive Board discuss and set the agenda for the next INCO general membership meeting.

The Executive Board discussed the following topics for future meetings, in order of preference for the September meeting:

- 1) Update on Quimby Funds in both individual neighborhood parks and larger community parks (Sports Park, Campus Park, College Park) and the status of the Parks & Recreation Master Plan from Steve Howlett, Public Works Assistant Director
- 2) Brown Act & Robert's Rules of Order Presentation from Jason Zaragoza, Assistant City Attorney
- 3) Update on wells and water treatment - Tim Beaman

They also requested to add an item on the September meeting for an update from the Parade/Tamale Festival subcommittee.

E. REPORT OF THE COMMISSION SECRETARY

The Executive Secretary reported that the September INCO e-board meeting will be rescheduled to September 3rd at 5 p.m. immediately before the general membership meeting.

F. EXECUTIVE BOARD REPORTS

None.

G. ITEMS FOR FUTURE CONSIDERATION

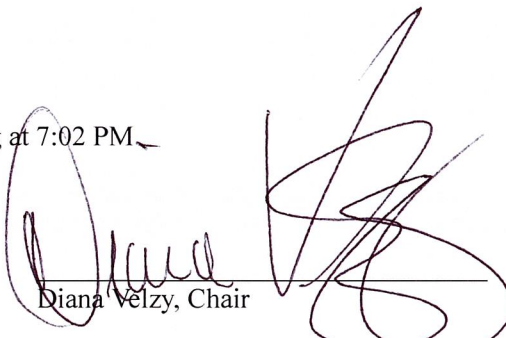
None.

H. ADJOURNMENT

Without objection, Chair Velzy adjourned the meeting at 7:02 PM.

Samantha Shapiro

Samantha Shapiro, Secretary


Diana Velzy, Chair