**TARZANA NEIGHBORHOOD COUNCIL**

**BOARD MEETING - SPECIAL MEETING**

**Monday July 7, 2025**

**Tarzana Child Care Center**

**5700 Beckford Ave., Tarzana, CA 91356**

1. **Meeting Called to Order** by Len Shaffer at 7 p.m.
2. **Roll Call and certification of a quorum**. Quorum established with 16 board members.

**Present:** Parastou Bassirat, Sylvia Bedrossian, Matthew Clark, Barry Edelman, David Elan, Harvey Goldberg, Joyce Greene, Eran Heissler, Varant Majarian, Jeff Mausner, Sharon Molina, Iris Polonsky, Susan Rogen, Sima Salek, Bob Shmaeff, Len Shaffer and Robin Tilden. Barry arrived later bringing the quorum to 17.

**Absent:** Duncan MacIntosh, John Rawlings and Terry Saucier.

1. **Installation of newly-elected Board of Directors** (Oath of Office) by John Darnell, TNC’s representative from the Department of Neighborhood Empowerment.
2. **Election of Executive Officers:**
   1. **President:** (Heissler) moved to nominate Len Shaffer. (unknown person) seconded the motion.

* Varant Majarian stated that he supported Len for president and he had a lot of fun serving on this board.
* Jeff Mausner stated that the board is very lucky to have Len as president due to his experience.

**The vote was unanimously approved for Len Shaffer to serve as president.**

* 1. **1st VP:** (Goldberg) moved to appoint Eran Heissler as vice president. (Mauser) seconded the motion.
* Jeff Mausner endorsed Eran saying his job is harder to do than it looks. Jeff knows this as he has covered for him in the past.
* Varant Majarian thanked Eran for serving in this capacity and said he was one of the reasons he returned to the board.

**The vote was unanimously approved for Eran Heissler to serve as 1st VP.**

* 1. **2nd VP:** (Heissler) nominated Jeff Mausner as 2nd vice president. (Polonsky) seconded the motion.
* Sylvia (?) stated that she and her children are both impressed by Jeff’s knowledge about what the animals in the shelters need.
* Eran talked about Jeff’s commitment to animal welfare.

**The vote was unanimously approved for Jeff Mausner to serve as 2nd VP.**

* 1. **Treasurer:** Joyce Greene nominated Harvey Goldberg to serve as treasurer. ( \_\_\_\_) seconded the motion.
* Jeff endorsed Harvey saying the board is very fortunate to have Harvey as treasurer as TNC has never had a problem with funding.
* Eran spoke about meeting Harvey and how much he has contributed to the board.
* Len said Harvey does a good job and also thinks ahead to avoid issues.
* Susan Rogen thanked Harvey for correcting board members whenever there is a need.
* Harvey thanked everyone for their nice thoughts. He said he finds the role as treasurer easy as it’s his profession.

**The vote was unanimously approved for Harvey Goldberg to serve as treasurer.**

* 1. **Executive Secretary**: (Majarian) nominated Iris Polonsky as executive secretary.( \_\_\_) seconded the motion.
* Eran spoke about Iris’s commitment to the board and her dedication to Land Use, where he previously met her.
* Jeff stated that Iris shows up for executive committee meetings at 8 a.m. so they can have a quorum.

**The vote was unanimously approved for Iris Polonsky to serve as executive secretary.**

1. **Appointment of Financial Officers of the Board:**
   1. **Neighborhood Council Bank Card Holder:** Len asked for a motion to approve Harvey Goldberg as Bank Card Holder. **(Shmaeff) appointed Harvey Goldberg as the Bank Card Holder. (Bedrossian) seconded the motion. The vote was unanimously approved for Harvey Goldberg to serve as bank card holder.**
   2. **Second Signer:** Len stated that he would like to have a motion to appoint him as second signer. **(Goldberg) moved to nominated Len Shaffer as Second Signer. (Elan) seconded the motion.**

* Havey stated that he loves the way Len signs his name and then he would like him to continue in this role.

**The vote was unanimously approved for Len as second signer.**

* 1. **Alternate Second Signer:** Len asked for Sylvia to be nominated as Alternate Second Signer. **(Goldberg) moved to appoint Sylvia Bedrossian as Alternate Second Signer. (Polonsky) seconded the motion.**

**The vote was unanimously approved for Sylvia Bedrossian to serve as alternate second signer.**

1. **Appointment of Standing Committee Chairs**: : **(Goldberg) moved and (Elan) seconded to appoint the following individuals to the TNC Standing Committees:**

* **Government Action:** Sima Salek and Sylvia Bedrossian
* **Budget:** Harvey Goldberg
* **Outreach**: Terry Saucier
* **Land Use:** Len Shaffer
* **Events:** Parastau Bassirat
* **Transportation & Public Safety**: Susan Rogen
* **Rules:** Len Shaffer
* **Animal Welfare:** Jeff Mausner
* **Beautification**: Iris Polonsky
* **Homelessness:** Joyce Greene and Matthew Clark

**The vote was unanimous to appoint the individuals named as committee chairs to the Standing Committees.**

Len added that the committee chairs could choose who will serve on their committees. The majority of committee members must be stakeholders but people who live outside of the TNC area can also serve. There can be up to five board members on any committee.

1. **Discussion**
   1. **Relevant Bylaws Provisions:** Absences and Training: Len said this is a provision in the bylaws that anyone who misses six meetings, starting at the time as their first meeting, is automatically removed from the board. This includes special meetings as well as regular board meetings.
   2. **Parliamentary Procedures**: Rosenberg’s Rules and Robert’s Rules 10th Edition. Len spoke about having a board retreat after the summer to allow each board member to share why they decided to serve on the TNC board. This will also address Robert’s Rules of Order and how to conduct business as a board member. If board members suspect they may have a conflict of interest with an item on the agenda, they should recuse themselves from the discussion and vote. They can also contact the city attorney to get their advice.
   3. **Necessary training:** Ethics, Funding, Code of Conduct, Anti Bias, and Gender Bias – access to Cornerstone. These are the trainings that board members are required to take. If you haven’t taken all five trainings, you can’t vote on funding matters. Iris added that there will be a certificate after trainings are completed that board members need to save and send to Len and Iris.
   4. **NC specific email account:** Len said that each board member will get an email address specific to their role on the board. Due to the CA Public Records Act, board business needs to be separate from private emails.
2. **Remarks by representatives of public officials:**

**Neighborhood Council Advocate John Darnell** is overseeing TNC and other NCs in the San Fernando Valley. He grew up in the Valley and lived in Tarzana as a kid. He is available to help with board member questions. He spoke about Budget Day, which took place at City Hall on June 21, 2025. The Mayor and other city leaders gave presentations on monies being spent in their departments for city services. They also had breakout sessions where attendees could give feedback to the city officials. The Congress of Neighborhoods is Saturday, Sept. 27th with workshops all day at City Hall. There’s free parking & breakfast and lunch are provided.

Len stated that it is very interesting and educational.

1. **Public Comments:** Sharon Brewer said there are two mistakes on the roster. She asked how TNC is letting people know about upcoming meetings.

1. **Board Business:**

* Iris suggested that board members print out and bring their agendas.
* Len sends out the agenda the weekend before the monthly TNC board meeting.
* Harvey is looking for board members to join the Budget Committee. They meet on the 3rd Wednesday of the month, prior to the board meeting and Exec. Committee meeting. This month, they will meet July 14th because he has a conflict on the regular date. Get him any items to be considered for the budget the Wednesday before the Budget Committee meeting.
* Len will be contacting board members who are new committee chairs with more information. Committee members can only use the Zoom link at or after 6 p.m. Len and Jeff need to start the meetings for the committees.
* Iris asked Len what the time limit is for new board members to take the trainings.
* Len suggested new board members visit the different committees in their first 90 days to see what they are like and how they do business. Meetings generally go until 9:30 p.m. He instructed the board about parking. Come early and help set up and stay late to help break down. Len asked for someone to learn the set up for the sound system as a back-up. (\_\_\_\_\_\_) volunteered. The next meeting is the fourth Tuesday of the month, July 22nd. There will be a new Code of Conduct training coming up which board members will have to take.

1. **Adjournment:** 8:33 p.m.

-Minutes by Pat Kramer, Apple One (and AtWork in the future)