



**CENTRAL SAN PEDRO
NEIGHBORHOOD COUNCIL
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RETREAT REPORT

**Central San Pedro Neighborhood Council
Board Retreat
November 16, 2013**

**Think Café
302 W. 5th Street
San Pedro, CA 90731**

Submitted to:

**Central San Pedro Neighborhood Council
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Any opinions, findings and conclusions or recommendations expressed in this material are those of the author and do not necessarily reflect the views of the Board of the Central San Pedro Neighborhood Council.

January 14, 2014

Central San Pedro Neighborhood Council Board Retreat

November 16, 2013

Retreat Report

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Central San Pedro Neighborhood Council Board Retreat

November 16, 2013

Retreat Report

Introduction:

This report summarizes the Annual Retreat of the Central San Pedro Neighborhood Council. The Retreat was held Saturday, November 16, 2013 at the Think Café in San Pedro, CA. The meeting was subject to Brown Act restrictions and the public was invited to attend and participate.

The Retreat was co-chaired by former Coastal San Pedro Neighborhood Council President and former BONC Commissioner Doug Epperhart, and Central San Pedro Neighborhood Council Boardmember Carrie Scoville (report author).

DONE Director Grayce Liu was on hand to give opening remarks the vitality of the Neighborhood Councils and the latest Department initiatives being engaged to assist in outreach efforts.

Doug Epperhart, who has recently been named to the Selection Committee for the NC Selection process, presented and outline of exciting ideas for conducting the 2014 Board Selection.

The Board was then tasked with coming up with goals for the remainder of their term of office (July, 2014) and updating the Strategic Plan document which accompanies the NC's annual budget submittal to DONE.

The sections below present a detailed discussion on the planning, summary of events of the day, and conclusion and recommendations. The Agenda, opening exercise, Strategic Plan document, list of goals and meeting minutes are included as attachments to this report.

Retreat Plan:

Retreat Background and Purpose:

The Central San Pedro Neighborhood Council was formed in February 2002. Throughout its eleven years it has experienced cycles of strength and cycles of challenges. Having been around during more turbulent times, this author can attest that recent years have been peaceful, productive, and strong in growth and outreach for the Council.

Last year's Board Retreat focused on the history of the NC with extensive presentations on prior motions made and projects funded. However, planning a direction for the year(s) ahead was scant as the session ran overtime and this portion was left for the end.

Even though there is less than nine months left in the term of this Board, it is with the concerns above that the author proposed another Board Retreat was necessary.

Retreat Goals:

The goals of this Retreat were simple: 1) to bring Board together in dialogue on points which it can agree upon; 2) to obtain Board consensus on those points; and 3) to provide direction and measurements to the Board and Committees for the remainder of the term of office.

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In addition to the goals above it was also determined to be helpful if the Board could review and concur on the NC Strategic Plan document recently implemented by DONE, and to provide the Board with a presentation on what to expect for the coming election/selection process.

A simple plan for a Retreat that could be implemented relatively easily utilizing our own Boardmembers and a couple invited speakers. A more extensive retreat could then be conducted next Fall with the incoming Board.

Summary of Activities:

The Board Retreat was conducted on Saturday, November 16, 2013 at Think Café in San Pedro. Former Coastal San Pedro NC President and former BONC Commissioner Doug Epperhart Co-chaired the session along with Carrie Scoville. The Agenda for the day is included as **Attachment A** to this report.

Opening Remarks – Grayce Liu:

DONE Director Grayce Liu was invited to give an opening speech and set the tone for the Retreat. Her talk was very practical and centered on the value of Neighborhood Councils, gratuity for those who serve as volunteers, and outcomes from her meetings with the new Mayor.

Ms. Liu presented the new partnerships with Nationbuilder, which will be able to provide a database of registered voters, and Next Door which would provide a webpage for local communities of interest. These are resources for NCs based on their district boundaries.

A frank discussion followed on the new reporting and training requirements that are mandated to the NCs. Many NCs are having difficulties meeting these mandates which impair the ability to recruit Board officers, particularly Treasurers and Secretaries. Ms. Liu explained the audit requirements are Citywide and do not originate from DONE. The Ethics training is from the City Attorney's office, she will be working with them to devise a training plan that is more relevant to the NCs. Additional training and other requirements have been developed through the BONC and the NC Working Groups over the past year. These will be going before the City Council shortly. All NCs should provide input.

The recent BONC meeting held in the Harbor Area was also a topic of discussion. NCs are dismayed that while 80% of those surveyed supported Sunshine Ordinance requirements for posting notices, the BONC voted instead to retain the more restrictive Brown Act requirements. This move seemed to be punitive and condescending in nature towards the NCs.

In summary, the Director's comments were helpful and we are grateful for her presence. This was the first opportunity for many of our Boardmembers and Stakeholders to meet the Director. It was a value to all to have a well-rounded discussion on NCs from perspectives of the Administration, NC oversight body, Boardmembers and the community members.

Exercise – Making Motions – Carrie Scoville:

Next was a basic exercise in making motions. The exercise was meant to be an icebreaker to get Retreat participants to relax and start talking. It was particularly aimed at providing practice in a comfortable setting for those Boardmembers who have never introduced a motion or chaired a committee.

After the exercise questions were entertained and a brief review of the role of the Chair was held. Points were: facilitate meeting, move agenda, maintain confidence, provide a supportive environment, make suggestions that would facilitate a motion, maintain neutrality.

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Discussion ensued on a question about approval of Committee reports. Mr. Epperhart clarified that Committee reports are just that, they do not need explicit Board approval. Committee motions, however, must be specifically voted on by the Board in order to be adopted and are subject to Brown Act notification requirements.

Many participants were surprised at the amount they learned just in reciting a script. Emphasis was placed on a few simple to gradually more difficult motions - one passed as originally written, one failed, and one was amended and passed. Numerous formal techniques were reviewed such as alternating pro and con discussion, proceeding directly to the next agenda item, and assistance in crafting a motion.

The Making Motions exercise is provided as **Attachment B** to this report.

At this time Grayce Liu need to leave for another commitment. All thanked Director Liu.

Grayce Liu departs.

Strategic Planning I – Goals – Carrie Scoville:

After the icebreaker exercise it was time to get down to the business of the day. The participants were instructed that this was their opportunity to provide input and direction for the remainder of the term. Goals need to be determined by this body for the Board and Committees. A chart listing the Board Committees was posted for reference.

The floor was opened for discussion on goals for the board. The session Chair went around the room to ensure all participants had an opportunity to speak. The points made were written and posted for all to see and comment. The final List of Goals is included as **Attachment D** to this report.

Election/Selection – Doug Epperhart:

Mr. Epperhart has agreed to serve on the Selection Committee for the 2014 Central San Pedro NC selection so he was able to provide this presentation.

Mr. Epperhart opened by saying the DONE's expectations of the voter turnout for this NC is ~320. He would like to see it at 1,000.

He stated there is no restriction on the length of the actual election. He would propose staging candidate speeches at 6th and Mesa on First Thursday, then launching directly into the Selection. It could continue through the Friday Farmer's Market and over the weekend until the June 10th Stakeholder meeting.

Mr. Epperhart proposed the Central SPNC could start a pilot project in using online voting. That could bring out hundreds of voters.

Concerns about vetting voters and voter fraud were addressed. There is more capability for voter fraud with a small turnout than in an election with a large turnout. It's about using the voice of the voting mass, or crowdsourcing, to counter incidences of perceived fraud.

According to the CSPNC Bylaws voters will need to complete and sign the form confirming stakeholder status.

Procedures being considered:

- A 30 day cutoff for candidate recruitment (May 11).
- There will be no write-in candidates allowed.
- Paper ballots will be used. They must be signed or otherwise identified to qualify as a "selection" vice "election".

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The Selection Procedures will be brought before the Board for approval at the January 2014 meeting.

Attendees were excited at the prospect of being the testbed for these new approaches to voting and stakeholder outreach.

Strategic Planning II – DONE Document Review – Carrie Scoville:

The “2013-2014 Strategic Plan for Central San Pedro Neighborhood council” was distributed for review and ratification. This document is a requirement DONE introduced last Summer to accompany the Board’s annual budget submission. Since this was a last minute requirement the document was drafted and sent in without full vetting. The Retreat attendees were requested to provide any input on this document so it may be brought before the full Board for ratification. The floor was opened for discussion and the points were noted.

In general the document was seen as being satisfactory for its purpose. Discussions ensued on the need for follow-up on issues, formalizing appointments to outside organizations, methods for assisting committee chairs, and re-implementing the discontinued community advisory committees (DAP, PCAC, etc.).

A lengthy discussion was held on community outreach and demographics, and the need for the NC to host a “signature event” that could attract new and younger stakeholders. The annual “Dia de los Muertos” celebration was cited as an example of where the NC could direct its efforts in this area. It is multicultural, multilingual, family friendly, extends from the day through late at night, and is free and open to the public.

Proposed changes were reviewed and concurred upon by the body. The Strategic Plan Recommendations are included as **Attachment C** to this report.

Strategic Planning III – Goals/Measurements – Carrie Scoville:

The floor was opened again for final goal setting suggestions. The agenda was well over time to this segment was reviewed in brief.

At this time Chairman Doug Epperhart said his adieu. All thanked him and greatly appreciated his attendance and support for the Central San Pedro Neighborhood Council.

Doug Epperhart departs.

Exercise II – Cancelled:

Should time permit, it had been planned to have an exercise in using the MYLA311 smart phone app. As it turns out there was not enough time or resources to conduct this exercise, maybe it can be done next year.

Summary and Conclusions, Final Review – Carrie Scoville:

The day’s discussion points were posted on the wall for all to review. Three full sheets of poster paper were utilized.

A multitude of recommendations were made but there was not enough time (of course) to complete the schedule of measurements and task assignments. Some committee assignments were volunteered and noted.

It was pointed out by the session Chair that the majority of the recommendations appeared to be aimed at the Agenda Setting Meetings and requested if there were any suggestions for other Committees.

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The session Chair provided a brief background on each item and asked for the concurrence of the body to determine consensus had been reached on these goals. Each and every item was concurred to by the body. The List of Goals (or strategies) is included as **Attachment D** to this report.

The session Chair thanked Kristina Smith for her assistance and all attendees for their participation. The events of the day would be written up and presented to the Board for approval at the January Stakeholder meeting.

The remaining attendees were asked for feedback on the Retreat. All agreed it was a success and gave a resounding applause.

The Meeting adjourned at 2:45 p.m.

Meeting notes are included as **Attachment E** to this report.

Retreat Results and Conclusions:

The Retreat goals of teambuilding through dialogue and consensus were met and well worth the day's efforts.

The goals of providing measurements and assigning duties to Board Committees were not met, which is unfortunate but not a fatal flaw.

All attendees were given the opportunity to present their points and recommendations. Some needed to be called upon to do so.

The participation from the DONE Director and the former BONC Commissioner were very helpful and appreciated. Together they gave insight into the NC issues and processes that are hard to grasp when working exclusively at the local level.

The Strategic Plan document was reviewed and amendments will be proposed at the January Stakeholder meeting. This will become a guiding document for next year's budget submittal to DONE.

In reviewing the final list of topics and meeting notes the overall goals appear to have been reached for the NC:

- The goal as an NC is to effectuate the language of the city charter that empowers us as an NC. That means we need to be engaging with different departments of the city with advice and some oversight and convincing them that they have to deal with us.
- Engage the stakeholders so we are representing segments of our community outside of the board members.
- Recognize and take pride in our achievements. The NC's accomplishments need to be more prominent at Stakeholder meetings.
- Utilize our committees more effectively. Feature a different committee at each monthly meeting so that the chairs can educate the stakeholders on the issues their committees are addressing. Currently committee reports are far down on the agenda and many stakeholders have left before hearing the reports.
- Demand accountability from City Departments and elected officials. CSPNC needs to pressure elected officials and departments to collaborate with us. Do not tolerate stalling and meaningless reports. Drive the agenda and demand accountability. Electeds and City staff work for us, we do not work for them.
- Respect for our time, and the time of our Stakeholders comes before all else. Department staff and elected are paid to attend our meetings, we are not. Time management and accountability

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need to be implemented for Stakeholder meeting agendas. Put Committee reports first, followed by reports of relevant Dept. staff/electeds so they can respond to Committee concerns.

Strategies to meet many of these goals are identified in **Attachment D**.

Concerns and Remarks:

All attendees were given the opportunity to present their points and recommendations, even if it meant being called upon to do so. The author is of the opinion that elected Board members have a role to fulfill, and they should not to be allowed to pretend they are still sitting in the audience. Participation of all Board members is essential if the community is to be represented and move forward.

The opening discussions proved to be so successful at inspiring participants to voice their suggestions that it was difficult to conclude and corral the discussion to the measurements and Committee assignments. This might be accomplished at a subsequent Stakeholder meeting.

It is a concern of the author that the vast majority of the discussion focused exclusively on the role of the Agenda Setting Committee. That leaves Outreach, Finance, Port and LUP Committees out of the discussion. The author strongly recommends following the "Utilize our committees more effectively" bullet above and feature a committee at every meeting. The committee chair could present goals, accomplishments, topics of discussion, and solicit members.

Next Steps:

This Retreat Report is to be presented at the January Stakeholder meeting for Board approval.

The Selection Procedures are to be presented at the January Stakeholder meeting for Board approval.

The Strategic Plan revisions are to be presented at the January Stakeholder meeting for Board ratification.

The list of Goals/Strategies is to be presented at the January Stakeholder meeting for Board discussion and potential action.

A more extensive retreat may be planned for next year with the incoming Board.

Final Comments:

It has been a pleasure to be able to facilitate this meeting of great minds. It is with the most respect for the system of Neighborhood Councils and the members of the Central San Pedro Neighborhood Council that this was able to happen.

My sincere appreciation and thanks go to all Board members and retreat participants. Thank you for your patience, cooperation and enthusiasm in this effort. I especially wish to thank Board President Linda Alexander, Doug Epperhart and Kristina Smith for their support in making this Retreat the success that it was.

I wish the best for the Neighborhood Councils in moving forward with a participatory system that is here to empower us all.

Carrie Scoville
November 25, 2013

Glossary of Acronyms

app	Application
BONC	Board of Neighborhood Commissioners
CD15	Council District 15
CSPNC	Central San Pedro Neighborhood Council
DAP	Design Advisory Panel
DONE	Department of Neighborhood Empowerment
HANC	Harbor Alliance of Neighborhood Councils
LUP	Land Use and Planning
NC	Neighborhood Council
PCAC	Port Community Advisory Committee
SPNC	San Pedro Neighborhood Council

Attachment A – Agenda

CSPNC RETREAT

Saturday, November 16, 2013

Think Café, 302 W. 5th Street, San Pedro 90731

10:00 a.m. – 1:30 p.m.

Agenda

Co-Chairs – Doug Epperhart, Carrie Scoville

9:30 a.m. Coffee service

10:00 a.m. Call to Order

- Welcome and Introductions Doug Epperhart
- Guest Speaker Grayce Liu
- Public Comment Stakeholders
- Exercise I – Making Motions Carrie Scoville

11:00 a.m. Break

- Strategic Planning I – Goal Setting Carrie Scoville
- Election/Selections 2014 Doug Epperhart

12:00-12:30 p.m. Lunch

- Strategic Planning II – DONE Document Review Carrie Scoville
- Strategic Planning III – Goals/Measurements Carrie Scoville

1:00 p.m. Break (if needed)

- Exercise II – *Cancelled*
- Summary and Conclusions, Final Review Carrie Scoville
- Closing Remarks Doug Epperhart

1:30 p.m. Adjourn

Attachment B – Exercise – Making Motions

CSPNC Retreat

November 16, 2013

Exercise – Making Motions

Roles: Chair

Motion Author

Motion Second

Instructions:

- Appoint one person per role, read Script 1.
- Rotate roles to the R or L, read Script 2.
- Continue role rotation to the R or L accordingly, read Script 3.

Script 1: CSPNC Mesa Ave. Block Party Motion

Chair: “The next item on the agenda is - ?”

Motion Author: [Raises hand] “Mister/Madame Chair”

Chair: “The Chair recognizes Mr./Ms. (X)”

Motion Author: “I move that the Central San Pedro Neighborhood Council allocate \$500 to support a Block Party on Mesa Ave.”.

Chair: “There is a motion on the floor to authorize the allocation of \$500 for a Block Party on Mesa Ave. Is there a second to this motion?”

Motion Second: [Raises hand] “Second”

Chair: “It has been moved and seconded to authorize the allocation of \$500 for a Block Party on Mesa Ave. Is there any discussion?”

Motion Author: [Raises hand] “Mister/Madam Chair”

Chair: “The Chair recognizes Mr./Ms. (X)”

Motion Author: “A Block Party on Mesa Avenue would be an act of goodwill for our Board and Stakeholders, and an opportunity to share ideas in a relaxed, social environment. I believe it would be a benefit for all - and it would be fun too.”

Chair: “Is there anyone wishing to speak in opposition to the motion?”

[Silence]

Chair: “Seeing none, we will proceed to a vote. All those in favor of the Central San Pedro Neighborhood Council allocation of \$500 to support a Block Party on Mesa Ave. please raise your hands.”

[All voting members raise their hands]

Chair: “All those opposed please raise your hands.”

[No one raises their hands].

Chair: “The count is two in favor, none opposed, the motion carries. The Central San Pedro Neighborhood Council will allocate \$500 to support a Block Party on Mesa Ave. The next item is . . . “

Script 2: CSPNC 6th Street Ferris Wheel Motion

Chair: “The next item on the agenda is a report from the Tourism Committee. The Chair recognizes Mr./Ms. (X) to give this report.”

Motion Author: “Mister/Madame Chair the Tourism Committee met November 1st and moves that the Central San Pedro Neighborhood Council support the concept of installing a ferris wheel on 6th Street.”

Chair: “Seeing that this is from committee there is no need for a second. There is a motion on the floor to support the concept of installation of a ferris wheel on 6th Street. Is there any discussion?”

Motion Author: [Raises hand] “Mister/Madam Chair”

Chair: “The Chair recognizes Mr./Ms. (X)”

Motion Author: “A ferris wheel on 6th Street would increase the entertainment options for downtown San Pedro and bring tourists to our community. This concept is being proposed by Big Ferris Wheel Productions out of Atlanta, Georgia who have had great success with their ferris wheels in London and Santa Monica. I encourage a ‘yes’ vote on this item.”

Chair: “Is there anyone wishing to speak in opposition to the motion?”

[Silence]

Chair: “Seeing none, we will proceed to a vote. All those in favor of the Central San Pedro Neighborhood Council supporting the concept of installing a ferris wheel on 6th Street please raise your hand.”

[Motion Author raises his/her hand]

Chair: “All those opposed please raise your hand.”

[Motion Second raises his/her hand].

Chair: “The count is one in favor, one opposed, the motion fails. The Central San Pedro Neighborhood Council does not support the concept of installing a ferris wheel on 6th Street. The next item on the agenda is ..”

Script 3: CSPNC Tree Planting Motion

Chair: “I will now entertain a motion to adjourn.”

Motion Author: [Raises hand] “Mister/Madame Chair”

Chair: “The Chair recognizes Mr./Ms. (X)”

Motion Author: “I move that the Central San Pedro Neighborhood Council support planting a tree at the corner of 6th and Mesa.”

Chair: “There is a motion on the floor for the Central San Pedro Neighborhood Council to support planting a tree at the corner of 6th and Mesa. Is there a second to this motion?”

Motion Second: [Raises hand] “Second”

Chair: “It has been moved and seconded that the CSPNC support planting a tree at the corner of 6th and Mesa. Is there any discussion?”

Motion Author: [Raises hand] “Mister/Madam Chair”

Chair: “The Chair recognizes Mr./Ms. (X)”

Motion Author: “The corner of 6th and Mesa is a dry, hot space with an asphalt parking lot. Planting a tree there would bring greenery and shade to the area. It would make this central hub of our community more inviting.”

Chair: “Is there anyone wishing to speak in opposition to the motion?”

Motion Second: [Raises hand] “Mister/Madam Chair”

Chair: “The Chair recognizes Mr./Ms. (X)”

Motion Second: “I like the idea of a tree there but if I see another ficus I’ll cut it down myself”.

Chair: “Would you like to propose an amendment to the motion?”

Motion Second: “I move to amend the motion by striking ‘a tree’ and inserting ‘an avocado tree’.”

Chair: “There is an amendment on the floor to strike the words ‘a tree’ and insert the words ‘an avocado tree’. Is there a second to this motion?”

Motion Author: [Raises hand] “Second”.

Chair: “Good. It has been moved and seconded to amend the motion by striking the words ‘a tree’ and inserting the words ‘an avocado tree’. Is there any discussion?”

[Silence].

Chair: “Seeing none, we will proceed to a vote on the amendment to strike the words ‘a tree’ and insert the words ‘an avocado tree’. The motion with the amendment will read ‘The Central San Pedro Neighborhood Council supports planting an avocado tree at the corner of 6th and Mesa.’ All those in favor of the amendment please raise your hand.

[All voters raise their hand].

Chair: “All those opposed to the amendment to strike the words ‘a tree’ and insert the words ‘an avocado tree’ please raise your hand.”

[No hands raised].

Chair: “The count is two ayes and no nays, the amendment to the motion carries. The perfected motion now on the floor is ‘The Central San Pedro Neighborhood Council supports planting an avocado tree at the corner of 6th and Mesa.’ Is there any further discussion?”

[Silence].

Chair: “Okay, we will proceed to a vote on the main motion. All those in favor of the Central San Pedro Neighborhood Council supporting planting an avocado tree at the corner of 6th and Mesa please raise your hand.”

[All voters raise their hand].

Chair: “All those opposed to the Central San Pedro Neighborhood Council supporting planting an avocado tree at the corner of 6th and Mesa please raise your hand.”

[No hands raised].

Chair: “The count is two ayes, and no nays. The Central San Pedro Neighborhood Council supports planting an avocado tree at the corner of 6th and Mesa. I will now entertain a motion to adjourn.”

[End of Exercise]

Attachment C – Strategic Plan Recommendation

2013-2014 Strategic Plan for Central San Pedro Neighborhood Council

The Big Vision

To be a useful and relevant resource for access to local and city government. As stated in the “Purpose of the Citywide System of Neighborhood Councils, “to promote more citizen participation in government and make government more responsive to local needs”

The Big Goals:

1. Initiate and promptly respond to opportunities to solve neighborhood quality-of-life problems. Maintain oversight on land use and public works issues, and initiate and carry out local beautification projects.
2. Board Development – All board members to have the basic knowledge of the abilities of the NC to effect change and how to make that possible. Initiate, create and enforce a comprehensive definition of board members responsibilities in our By-Laws.
3. Conduct ~~at least two~~ town hall style meetings (forums) and/or a signature event to educate our stakeholders (and board members) regarding important issues in our neighborhood.
4. Increase attendance at stakeholder meetings and the number of followers on our Website/Facebook/Twitter
5. Develop, implement and lobby a plan to change redundant, time consuming policies and directions of DONE which prevent us from working for the community.

The Big Solutions:

1. Organize and present a board retreat focusing on board member development
2. Develop additional opportunities for partnerships; reach out to partners to collaborate in workshop, forums and/or other community activities
3. Work with our regional neighborhood council alliance (HANC) to form a more influential group to develop a lobbying plan with elected officials and department managers to improve their attitude towards neighborhood councils
4. Our Outreach Committee plans are measurable and have been highly effective. We will continue to expand outreach using a variety of methods to grow public awareness. ~~5.~~ Our Outreach Committee has ongoing discussions regarding our social media presence and we regularly adjust and build on it. Our current campaign includes securing email addresses using a number of incentives and polling board members for their contacts.
5. Implement a Design Advisory Panel and Port Advisory Committee.
6. Conduct Board appointments for all liaisons/representatives to outside organizations.

The Big Score:

1. Website: Measure traffic
2. Contacts: Count the # of people on our email distribution list, and monitor its growth in number of email recipients
3. Meetings: Count the attendees at our meetings
4. Forums: Number of events and # of people attending

5. Partners : The list of our partners is on our website - this year we would like to include other organizations with similar missions and goals
6. Tracking: Assign/develop tracking tool for Board Secretary to prioritize and follow-up on issues.
7. Leadership: Implement a Standing Rule to provide Co-chairs for Board committees.

Attachment D – List of Goals

Goal	Assigned to	Timeline	Measurement
1. Have a keynote speaker at every meeting so stakeholders have a reason to attend. It can be a Department head or person speaking on a topic of general interest.	Agenda Committee		
2. Restructure the agenda to make it more time efficient.	Agenda Committee		
3. Agendas are too packed. Relieve it of excessive and/or duplicate items.	Agenda Committee		
4. Each committee should have a goal and a plan to reach that goal. Emphasize accomplishments as well as what is left to be done.	Committees (all)		
5. Each committee needs to have a spreadsheet for tracking issues.	Committees (all)		
6. Use the email list and “survey monkey” to engage stakeholders in surveys. Allow comments from stakeholders through email.			
7. Control lengthy reports from Department heads.	Chair		
8. Better time management needed. Develop speaker policy and requirements for regular reporting and invited guests.	Outreach		
9. Allow elected officials to speak only on topics related to CSPNC district.			
10. Consider printing full Agenda packets for all stakeholders. Or project the full packet during the meeting.			
11. Hospitality Committee needs to be developed. Get volunteers and prospective Board members to assist.			
12. Document our meetings with pictures for Facebook and our website.	Outreach Committee		
13. Develop Stakeholder meeting flow and structure. - <i>J. Allen to chair Jan and Feb Agenda Setting meetings.</i>	Agenda Committee		
14. Feature different committees at Stakeholder meetings.			
15. Develop a CSPNC Agenda app for smart phones.			
16. List times on the Agenda for each item.			
17. Revitalize the Consent Calendar for routine motions.			
18. Annex Terminal Island			
19. Project a stopwatch/timer clock on wall for speakers. Look for free app.	Outreach Committee		
20. File Community Impact Statements			
21. Each Committee chair to establish 6-month goals for their committees.	Committees		
22. Post volunteer opportunities for stakeholders on website.			
23. Give official reps a list of items we want them to cover. Less fluff.			
24. Expand committees for more stakeholder participation.			
25. Establish an Ad Hoc Brainstorming Committee.			

Attachment E – Retreat Notes

**CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL BOARD RETREAT
SATURDAY, NOVEMBER 16, 2013
THINK CAFÉ, 302 W 5TH STREET, SAN PEDRO
10AM-1:30PM**

RETREAT NOTES

Call to Order and Roll Call: Retreat called to order at 10:05am by Doug Epperhart. See list below for board member attendance. Non board members in attendance were: Doug Epperhart, Grayce Liu and Allen Franz.

Board Members	Roll Call/Attendance
Marcey Abrons	Excused
Linda Alexander	Present
James P. Allen	Present
Frank Anderson	Excused
Pat Carroll	Present
Sue Castillo	Present
Harvey Contreras	Not Present
Mark Contreras	Not Present
Donald Galaz	Not Present
April Jappert	Excused
Leslie Jones	Present
Michael Boke	Present
Kali Merideth	Present
Carrie Scoville	Present
Andrew Silber	Present
Phill Trigas	Not Present
Allyson Vought	Present

Doug Epperhart asked everyone in attendance to introduce themselves and share with the other attendees what they would be doing today, if not attending the Board Retreat.

Grayce Liu provided a handout and thanked everyone for their work with the neighborhood councils. Highlights from her presentation follow:

- ✓ DONE's goal is to be as effective as possible. Over the years the department has built alliances with the city departments so that they can support the NC's effectively.
- ✓ Checking accounts will hopefully be launched January 1st.
- ✓ The new Mayor is very willing to work with the neighborhood councils.
- ✓ A handout was provided entitled, "Road to Empowerment."
- ✓ Grayce commented that she appreciates how NC members, as volunteers, go above and beyond in civic engagement. She sees NC members as ambassadors to changing City government.
- ✓ There will be a partnership with the Mayor to promote the neighborhood councils in the City of Los Angeles. The registered voter database will be provided to the NC's for outreach through a DONE partnership with "Nationbuilder".

- ✓ The program “Next Door” was explained. Similar to Facebook. Low cost way of getting the word out about NC’s.
- ✓ Andrew Silber commented on the need of a “borough” system and also on the lack of authority that NC’s have with the City Departments.
- ✓ Grayce is seeing a trend in city officials reaching out to include neighborhood councils.
- ✓ DONE is taking direction in making the training more effective.
- ✓ A two way dialogue between NC’s and the stakeholders is important.

Public Comment:

Comments included:

- ✓ Thank you to CD15 for getting the Harbor Blvd lights repaired.
- ✓ At future monthly meetings, please give time to board members a chance to report on the meetings they attended as Central Representatives (such as HANC, BONC, etc.)

Exercise on Making Motions: Carrie Scoville led exercise for all attendees.

Three scenarios were presented and attendees read scripts out loud to practice the process of handling a motion.

The role of the Chair was briefly reviewed.

There was some discussion on how committee motions and reports are adopted.

Strategic Planning – Goal Setting.

Carrie Scoville facilitated an open discussion on Board priorities for the rest of the term of office. The resulting list of priorities is included as **Attachment 1** to this report. In addition to the list the following topics were discussed:

- ✓ Goal as an NC is to effectuate the language of the city charter that empowers us as an NC. That means we need to be engaging with different departments of the city with advice and some oversight and convincing them that they have to deal with us.
- ✓ Engage the stakeholders so we are representing segments of our community outside of the board members.
- ✓ Feature a different committee at each monthly meeting so that the chairs can educate the stakeholders on the issues their committees are addressing. Currently committee reports are far down on the agenda and many stakeholders have left before hearing the reports.
- ✓ Discussion on perceptions of NC in the community. CSPNC needs to pressure elected officials and departments to collaborate with us. Do not tolerate stalling and meaningless reports. Drive the agenda and demand accountability. Electeds and City staff work for us, we do not work for them.

Elections/Selections 2014: Doug Epperhart reported:

Committee: The appointed committee has not yet had a meeting.

Central San Pedro Neighborhood Council Board Retreat – November 16, 2013
Retreat Report

Election Date/Location: The election will be held in June. There is nothing to prevent Central from holding the election over multiple days and in more than one place. Use First Thursday June 1 for an Election Rally and open the polls. Continue voting at the Farmer's Market the next day. Close the polls on Tuesday June 10 when we have our board meeting.

Procedures: Procedures due by January meeting. Start recruiting candidates at that point.

Discussion on Balloting and Voting:

- ✓ Do we want to allow Write-ins? Mr. Epperhart recommended a 30-day cutoff for filling with no Write-ins allowed.
- ✓ Stakeholders have to sign their ballots. (A "Penalty of perjury" statement can be considered). These issues all need to be worked out and presented to the City Attorney for approval.
- ✓ Register and vote by mail? Or online? This might identify a lot more stakeholders.
- ✓ Suggestion for "Pledge for Service" as a bylaws change.

Strategic Plan:

The Strategic Plan document for DONE was reviewed for input and consensus.

Recommendations are shown in **Attachment 2**. The following topics were discussed in addition to the recommended edits.

- ✓ Signature event for outreach and getting involvement (branding ourselves) or possibly piggy back on another event that is already popular
- ✓ More collaboration with other organizations and departments.
- ✓ More committees run by non-board members who are trained. Or, have subcommittees within the committees
- ✓ Future leaders of San Pedro subcommittee.
- ✓ Consider issues committee and/or youth committee.
- ✓ Readdress Standing Rules
- ✓ Brainstorming session once and a while on a specific topic. (Ad hoc brainstorming session.)

Summary and Conclusions:

The final list of goals and was reviewed for consensus. It was noted that although the discussion was fruitful and needed, assignment of duties and timelines associated with these goals were not able to be attained at this session.

Even so, the members present all agreed the retreat was a resounding success.

A report on the Retreat will be compiled by Kristina and Carrie and presented to the full Board for approval.

The meeting was adjourned at 2:45 p.m.

Attachments