



**AGENDA FOR October 1, 2012 OPA General MEETING
7:00 – 9:00 PM Joslyn Park**

ALL ITEMS FOR DISCUSSION AND POSSIBLE ACTION. ITEMS NOT ON THE AGENDA SHOULD BE BROUGHT TO THE ATTENTION OF THE MEETING CHAIR 48 HOURS PRIOR TO THE MEETING.

PUBLIC PARTICIPATION IN DISCUSSION IS WELCOME. ONLY DIRECTORS MAY VOTE ON ISSUES BEFORE OPA.

TO FACILITATE AN EFFICIENT AND RESPECTFUL DISCUSSION, PLEASE WAIT UNTIL CALLED UPON BY THE MEETING CHAIR BEFORE SPEAKING.

NOTICED BOARD MEMBER ABSENCES: None

Special Presentation: "Overview of the City's Zoning Ordinance Update Project" by Jory Phillips, Deputy Director – Special Projects, Planning & Community Development, City of Santa Monica. (Jory Phillips, 25 min)

6:00 to 8:30 PM REGULAR MONTHLY MEETING

1. **Introduction to OPA** (Ludwinski - 1 min)
2. **Announcements**
3. **Actions taken since last Board meeting**
4. **Approval of minutes from September Board meeting** (2 min); see:
[TBD](#)
5. **Proposed Board policies**; see Attachment 1 (J. Ludwinski, 15 min)
6. **Report from September Neighborhood Council meeting** (Lawson/Marlow, 5 min)
7. **Treasurer's report**, including quarterly report (P. Godon-Tann, 10 min)
8. **Remaining committee reports** (Chairs, 65 min)
 - Nominating Committee, including discussion of annual meeting plan (Ehrlich/D. Tann, 5 min)
 - Special Events, including Squirm night, Lincoln Blvd Town Hall, holiday party (Nafshun, 15 min)
 - Airport (Perrone, 5 min)

- Lincoln Blvd (Swanson, 10 min)
- Communications (Lewis, 5 min)
- Membership, including 3rd mixer plans (Huq, 5 min)
- Disaster Preparedness (Winograd, 5 min)
- City Plan (Marlow, 5 min)
- Outreach (Jarow, 5 min)
- OP Blvd (Taylor, 5 min)

9. Future agenda items

Next meeting (Annual meeting) on TBD @ TBD

Attachment 1

Proposed Policies

Expenditure of Funds

POLICY: The President or the Treasurer are authorized to approve expenditures up to \$250, subject to availability of funds, without prior Board approval.

RATIONALE: Allows for efficient, appropriate expenditure where the entire Board may not be available to authorize such expenditure.

Posting of Minutes

POLICY: The Secretary shall circulate the preliminary minutes from a board meeting within 10 days of the meeting.

RATIONALE: Provides for opportunity to review minutes while they are still fresh in memory. The minutes also contain action assignments that are often important to initiate prior to the next board meeting.

Board Attendance Metric

POLICY: A board member shall be considered absent from a board meeting if they are not present for at least half of the scheduled meeting.

RATIONALE: Provides a quantitative metric for assessing a Board member's attendance.

Action by Executive Committee

POLICY: When addressing issues that arise in between board meetings which are of sufficient import and timeliness to warrant an action by OPA, the Executive Committee, as established in the Bylaws, shall act on the issue if the delay caused by waiting for the next board meeting would preclude effective action. The Executive Committee should seek input from the full board, but in the interest of efficient decision making, does not need to engage the full board in an ongoing discussion.

RATIONALE: With some frequency, issues come before the organization in between meetings that warrant action. Email or phone discussions have proven ineffective tools for discussing complex issues with the full board. As the elected leadership of the board, the Executive Committee is best organized to handle these issues.

