

**Sunland-Tujunga Neighborhood Council**  
**SPECIAL BUDGET & FINANCE COMMITTEE MINUTES**  
**Meeting date: Monday May 14, 2018**  
**Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042**

1. **Meeting called to order at 7:15pm** by Cindy Cleghorn, Treasurer Chair
  - a. Committee members in Attendance:
  - b. Cindy Cleghorn; Bill Skiles; Sandy Capp; Pati Potter; Nina Royal = quorum met.
    - i. Pati Potter assigned Note Taker
2. **Approve minutes from May 7<sup>th</sup> meeting**
  - a. Postponed – pushed to next meeting
3. **STNC board meeting actions & next steps for NPG, Events, inv. payment deadline & carry over items**
  - a. There are times/things the city will not pay for in advance, Cindy has already confirmed with the City that the Fireworks and money to the Rotary for the golf cart, will be paid in advance of the service.
  - b. Firework (event) has been sent to City Clerk as a pkg. Since this is an event, it does not show on the portal until the city review for missing information, such as the Cert of Insurance showing LA City as additionally insured, everyone is on board with the event just getting the City the needs docs.
    - i. Questions might come up what exposure does the STNC get, issue maybe the Outreach committee should take up. But for now the paper work is in.
  - c. Cindy explained how NPG work and that STNC should reach out to the community as to what is needed.
    - i. Treasure should be familiar with what info etc. on the NPG and correct wording/description, date etc. to avoid the documents being sent back from the City.
  - d. Making it Happen – is under review, still need full package including a detailed breakdown of how money is being used.
    - i. Sandy will check with Patty C.
  - e. Little Landers = had to re-submit on the new form, (section IV Potential conflicts of interest)
  - f. Giving Music = Need their IRS form
    - i. Pati will get balance of docs needed
  - g. PESA =in the works, they budget showed a larger amount for Staffing, which is not allowed, but also a large amount for materials which fit in to our approved amount.
  - h. Sportcraft = received an invoice for Badges which was not in the previous group, already approved by board in November but not received until April, past the 45 day rule (45 date starts when the board voted)
    - i. Submitted to the portal, however they may require a new BAC. Just in case a new BAC is required, this one will be on the next special board meeting to re-approve so a new BAC can be submitted.
  - i. There are other items that have been approved, such as tote bags, banners, magnets, emergency items, but have not been ordered yet so no invoice submitted.
    - i. Not only the FY ending deadline but also the 45 day rule comes into play.
  - j. Rotary = golf carts submitted but not approved yet, waiting for the proper insurance cert.
    - i. Rotary is working on this.
  - k. Duplicates = Web Corner and Insight etc = if you see in twice it is because the BAC were signed by the new secretary but have to be signed by Treasurer and 2<sup>nd</sup> signer, and or the 3<sup>rd</sup> alternate signer so Cindy had to re-issue.
  - l. Suggested that the 3<sup>rd</sup> alternate signer be the secretary so he/she can sign the BAC since he/she is the one taking the roll call and filling out the BAC.
  - m. YMCA – waiting for new budget spreadsheet to submit.
  - n. Lydia made suggestion that, at the time the Board approves, let each applicate know that the City has the final say of approval so it can be denied for many reasons.
4. **Strategic Plan, Outreach Plan**

- a. Per the May 7<sup>th</sup> meeting Bill said he would do the Budget part then turn over to Outreach. Bill can't do the budget part yet.
  - b. Discussion took place on how other NC do the strategic plan differently, we and some other NC wait for people come to and asked. Others NC look at the start of the year what is needed in the community, what outreach should be done, this creates the Strategic plan and budget at one time. The NC is not meant to be a piggy bank for the NP but to focus on the community where everyone can benefit. There are yearly community activities that should be earmarked then the NC will know how much more left in the budget when a NP does approach us. Need to have a talk with Dana about this subject.
5. **Public Comments** =
- a. Important that we address the Strategic plan.
  - b. Board approves a NPG but the is no follow through, this needs to be done which is the Follow-up Project Form.
6. **Missing invoices and BAC**
- a. Invoice for the Badges received, found out it was re-voted in February so no need to re-vote, just an updated BAC.
  - b. Linda A. reim. Receipt, a 2<sup>nd</sup> BAC has to be done.
    - i. Keeping in mind when paid in cash the receipt needs to show PAID. Keep in mind that the original BAC to approve monies for the event must be re-submitted with the BAC approval to reimburse the person.
  - c. BAC has to have the agenda # and the motion actually written out as worded on the agenda.
    - i. While Cindy is Treasurer she will have the BAC all filled out before the meeting for the Secretary to take roll call with.
  - d. Sandy traced down the missing BAC, she still needs the minutes from March 2018, Pati will send her the minutes.
  - e. Additional discussion on distributing of the minutes and posting to the web site ASAP.
  - f. Including the Secretary has to go back to the previously moved/postponed and put onto the next agenda.
  - g. Keeping track of the person's name of every funding request, a board member should be assigned to do the follow up. This is not happening.
  - h. At one time an agenda items were always by a board member pitching an item.
7. **Clean Street Challenge \$1,000 and \$750**
- a. Funds are being held in a special account with the city, we can request, no deadline.
  - b. Discussion with conclusion that the next project the Beautification Committee needs funds for they will request the \$750 from that fund, such as "Love The Neighbor" group with \$750 to buy supplies.
  - c. The \$1,000 to be discussed with the Board.
  - d. Pati check with City on the procedure on getting these funds.
8. **Invoices, future contracts possible new standing rules for B & F committee & STNC board**
- City is going to be creating contracts for certain vendors.
- a. Bridgegap discussed regarding hours during STNC meetings or from audio recordings, who provides the audio recording and are the minutes approved and posted to the STNC web site, approved city vendor.
    - i. Sandy asked/questioned: We are being invoiced for time in and time out plus the editing, question if minute taking is done by recording and not the personal actually present at the meeting, are the hours being charge allowed.
    - ii. Bill said depends on the contract, which has been requested but not supplied by the city yet.
    - iii. Lydia: contract is being re-done, and her understanding is other companies have an 8hr minimum.
    - iv. Stakeholder asked how were the minutes done in the past, by an outside contractor or the secretary?

- v. Cindy: for a number of years Pat Kramer did the STNC's minutes (before she became a board member) she worked for Apple One & Kelly service under the city contract, she would sit at the meeting recording, making notes etc. She would interrupt the meeting to make sure she got the names of who moved, who 2<sup>nd</sup> etc. Then she would spend another 8 hr. at home finishing the minutes.
- vi. Pati: Invoice says "minutes 4hrs. and editing 3hrs. Is editing listening to the recording and typing it out?"
- vii. Lydia: No there is more, editing includes his creating a template before the meeting that has the vote boxes and what is on the agenda in to the template so that when he starts to go through the recording.
- viii. Pati: So when he says minutes 4hr. that is listing to the tape and typing.
- ix. Discussion: Ideally, once agenda is posted the Secretary provide a word file of the agenda to the minute taker then there would not be any re-typing. Other thing that happens is the chair will move things around during a meeting.
- x. Can we say what we want:
  - 1. Word copy to be provided to the minute taker
  - 2. Roll call be taken
  - 3. Items are not be taken out of order
  - 4. Minutes are to be provided at least 14 days before the next meeting
  - 5. President and Secretary are given a draft copy in advance for any clerical changes or perhaps put on a google drive for everyone to see.
  - 6. Posted and on the web site in 14 days.
- b. Web Corner = our web site vendor:
  - i. Discussion on having a google drive set up for every meeting to park everything, then the public can look at everything.
  - ii. Cindy for the LUC use to put all the docs and letters from the Planning dept. on the web site for history of the community but Cindy no longer has access to the web site so this is not being put on the STNC web site, but needs to be.
  - iii. We need to update our web site; example look at is Venice Neighborhood council's site, done by Web Corner. Los Felix and South Robertson also have a great web site to look at.
  - iv. Web Corner will want a new contract so this is the time to update our site.
  - v. Let's talk about the things we want.
    - 1. Who update the site – It is the Secretary's job to handle the web site.
    - 2. STNC 1 or 2 people currently have control at this time, do we want additional people with access, maybe each community chair have the ability to make changes, or???
    - 3. Suggested the Secretary start a committee for web site update.
    - 4. Other NC's have the vendor be the Web Master.
- c. Contractor for Treasurer
  - i. Bill: Cannot always depend on the person that is voted onto the board to be know what they are doing, but a contractor would know what they are doing. The voted in person would need to do the signatures but all the work that goes into what they are signing can be dedicated to others.

## **9. Budget – Current and next year**

- a. Still receiving current bills before finalize the current budget.
- b. Each committee Chair should put on their agent to discuss what monies they would like and submit it to the Treasurer.
- c. And monies should be sent on NPG or events for the entire community.
- d. Should fit into the Strategic Plan that is set each year.
- e. Hold another meeting to get update.

## **10. Set a next and regular monthly meeting...**

- i. Next meeting Thursday 5/24<sup>th</sup> 7pm after the STEP committee meeting
- ii. Recommendation for regular meeting will be the next agenda.

**11. Announcements for the Committee**

- a. None.

Next B & F meeting Monday 5/24/18 7pm  
Meeting adjourned 8:38pm