

Sunland-Tujunga Neighborhood Council
SPECIAL BUDGET & FINANCE COMMITTEE MINUTES
Meeting date: Monday May 24, 2018 –
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

1. **Meeting called to order at 7:00pm** by Cindy Cleghorn, Treasurer Chair
 - a. Committee members in Attendance:
 - i. Cindy Cleghorn; Bill Skiles; Pati Potter; Nina Royal = quorum met.
 - b. Pati Potter assigned Note Taker
2. **Approve minutes from May 7th and May 14, 2018 meeting in google drive**
 - Bill motioned to accept both, 2nd by Pati
 - i. All approved
3. **Snapshot of the 1st 19 day with new Treasurer:**
 - a. Celebrating work accomplished from frozen funds to working out what needs to be paid, entering into the portal, re-submitting BAC and other proper documentations for City approval and issuing payments.
 - b. NPG- all new ones and those submitted from 5 months ago that were not approved have now been re-submitted and all approve and checks are on the way, huge victory.
 - c. Fireworks- under review by the City still. As far as we know as of this meeting and City is still waiting for the proper insurance certificate, not this committee's responsibility but there does not seem to be anything in writing what the Chamber is responsible for doing as far as what the STNC is getting in return for funding, it was not outlined in the motion. How did this help the community and STNC. The Project Completion Report Form needs to be completed, put onto the agenda after the event is held so that it can be turned into the City. Outreach Chair should handle this. This could have been part of the original Board approval process to help detail what the STNC and Community is getting since the STNC is co-sponsor. As a side note the Chamber should have given a public Thank you to the STNC for voting to support the fireworks so the community is aware of it, just like the other business/originations that have contributed. At the meeting it said all the sponsors would be on banners, during the intermission all the sponsors would be mentioned. The Chamber did send an email to the STNC president that the Chamber would be doing the Thank you once they have the funds. However because time line of the missing insurance form and red tape dealing with the city, the Chamber will not get the funds until right before the event. Not sure what to do about all this but had hoped the community would have been informed by now that the STNC is a co-sponsor. Not sure how to bring this issue up to the STNC Board. Outreach needs to arrange for participation of this event.
 - d. Project Completion Report Form = City clerk requires this form to be completed for each NPG and Event that the Neighborhood council give funds to. This was talked about in the Retreat we had this month.
 - e. Various Expenses still not processed - Beautification T-shirts, Outreach magnets/Totes, STEP items= all waiting for invoices etc. from the committee chairs. We need these items/request put in now so funds come from current year and the money is not left at years end. Once the board approves expenditure, the committee chair needs to process the orders and then submit the invoice to the Treasurer for either paying with the credit card or submitting the bill in the portal. We will remind the chair that she needs to order, if it does not get done in the FY the \$ will go back to the city and it will have to be requested all over again. Budget and Finance committee can help nudge these things along so the items don't get forgotten.
 - f. Portal explanation – screen shot of the portal that is seen after logged on by the treasurer, not by the general public. The \$ icons indicate which have actually had a check mailed out. MER Expenditure section shows the checks issued and cashed. Outstanding Expenditure section is the checks issued but not cashed yet (then there is the recurring/expensed-out ones also). Very important we tell each vendor to cash his or her check(s) right away so amount will move to the Expenditure section by the end of the month and the MER is issued. This is one reason the Budget

meeting should be held at the 4th Wed of the month, which may still not be time enough, but to call the vendor & see if they have cashed the check and if not ask them to pls do so asap.

Recurring/expensed-out may go away in the new Fiscal Year and become a contract.

- g. Point of interest when a NC submits a fund request, if it is denied goes on to a list the city clerk keeps track of these and possible negative on the NC.
- h. Encumber \$6,000 = not found out yet, Sylmar NC shows they have \$ encumbered. DONE should have the same set up in a separate account as the Clean Street Challenge money.
- i. Board Training – found very interesting and will share at next meeting, but if someone is hurt that the other person might also be hurt. Some good points were brought up.
- j. Treasurer = If the treasurer resigns the funds are automatically frozen. Mentioned that NCs can hire someone. We should explore this so we know the procedure should it become necessary. You can't spend funds without a seated treasurer but that does not mean the treasurer has to be the one doing all the work. At this time there is not a "vacancy", because as far as the City is concerned Cindy is the Treasurer, not an interim but the actual Treasurer. Wording on the General Meeting agenda maybe needs to make sure it does not say "vacancy". There needs to be a discussion on this, any of those that are putting in their hat for a treasurer should have been attending all these special Budget meetings. Cindy is here to pass along the responsibility but so far not seeing someone other than committee members stepping up. The last 19 days and extreme amount of time was spent on this by Cindy not to mention the other committee members. But a lot of that had to do with BAC and other docs having to be resubmitted into the portal. Going forward it should not be that way if the SOP, such as have all the BAC filed out before the meeting as noted on the agenda. By the end of the meeting they are signed and ready to scan. For the STNC to survive we need people, like Cindy, to step up and spend the time to get the job done. Out of this committee we can outline some procedures for the next Treasurer, making sure all the documents are proper before it is even brought up to the full board.

4. Review Draft STNC Strategic Plan and Outreach plan

- a. This is required each year along with the yearly Budget by DONE
- b. Bill S. did a fabulous job on the May 23 draft.
- c. All the NC have their SP on line. He went on the DONE site to get the template which gave the sections the NC needs to fill in. Each committee chair needs to also to do their own. The Budget is based on our Big Goal. The more we put in the better to impress DONE and give the STNC a direction. Budget section still needs to be completed as of the end of June. The Board needs to approve and committee Chairs need to add to each mainly the Big Score item #1 to #4, additional info is needed for this section. Bill is on the STARC so he knew what that committee has done, all the other committee's need to do their own. Constant Contact can tell you the data base qty. and report how many open the email, how many actually read the email.
- d. At this time send Bill ideas and he can plug them into this draft. Example =Cindy's idea is to help the youth in this town to have a gathering place/study hall. Example: VON's has a store in LaVerne they put in a deli where its opened with tables. can site and study away from the normal grocery. We need to collaborate more with the businesses to help with issues like this. Target date: This needs to be placed on the Exec Committee agenda so each committee can get to it and finalize it by July General Meeting.

5. Public Comments –

- a. Ricardo Benitez, candidate for State Assembly and Rodger Sayegh candidate for State Senator District 18, introduced themselves and gave their reasons for running for office. Election day is June 5.

6. Clean Streets Challenge winnings \$1,750

- a. Take to the Board and gets on board and committee agendas.

7. Review Funding Request fot STNC board recommendation:

- a. National Night Out in August, has been at Little Landers park for many years. In past Nina has only asked for \$500 because of the high support we have had from the LAPD. But because of the turn over etc. at LAPD this year the food donation will not be there, so this now becomes an event and Nina is asking for \$1,500. Should we move this forward to the Board as STNC sponsors. There has

been a Safety Committee that has put on the National Night Out and CERT classes. Nina is working on the details for the \$1,500. The B&F committee recommends this be a STNC sponsored event and funding will come from the 2018-19 budget.

- b. Web Corner – Cindy and Sevada talked with them about an upgrade to the STNC web site and Webcorner presented a \$1,200 proposal. Since we might not use our funds in this FY let's get we should approve in this FY. Web site committee should be arranged (Ad Hoc) should be arranged to look over other NC site and see what we want and/or need as we work with Web Corner.
 - c. Ring Central – do we want to continue with Ring Central, Phone.com was suggested very good and less expensive he thinks
 - d. Constant Contract – will make new ongoing arrangements, pricing is based on the data base, \$70 is for up to 5,000, goes up after that.
 - e. Bridgegap – not to exceed 10 hrs. per month at \$25 per hr. will need to see current contract, our expectation is that we get the draft minutes no later than 14 days after the meeting.
 - All above recommendations moved by Bill and 2nd by Nina
 - i. All approved
8. **Possible Standing Rules** – no time, postponed but everyone look at other NC standing rules for ideas.
9. **Items for Next STNC Board Meeting**
- a. Items discussed above.
 - b. Konica \$263.00 needs to be approved with a BAC paid for current funds.
10. **Set Regular meeting months**
- a. 4th Wednesday
 - b. Is NVCH free? It is ~~STEP~~ Beautification committee night at 6pm so if there is no objection to 7pm for the Budget...
 - c. Of course if a new committee comes into play this might change.
11. **Announcement from the Committee – none.**

Next B & F meeting Wednesday 5/30/18 6:30 or 7pm and may be a joint board meeting.
Meeting adjourned 8:39pm