

Sunland-Tujunga Neighborhood Council
SPECIAL BUDGET & FINANCE COMMITTEE MINUTES
Meeting date: July 16, 2018 – MINUTES Draft
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

1. Call to Order /Introductions/ Assign note taker

- a. 6:05 pm
- b. Committee members present: Cindy Cleghorn, Bill Skiles, Nina Royal (quorum met)
- c. Sandy Capps arrived about eight minutes into the meeting.
- d. Absent: (excused) Pati Potter.
- e. Alternates (not present): Janelle Hussion and Rick Ramirez.

2. Approval of the minutes of 6-25-18 date of meeting

- a. No action – minutes not yet completed.

3. Discussion/Action: STNC Board Approved Budget & prior year comparisons

- a. This report is trying to show how the STNC spends its annual funding.
- b. Will continue to discuss at future meetings.

4. Discussion: Status of STNC Credit Card; how to request payment using the card

- a. Credit Card has arrived, waiting for Dana to return from vacation to pick it up. (1 week time)
- b. Will find out then how she wants to meet / arrange when a board/committee has expenditure for an approved item such as refreshments for a meeting.
 - i. Example Dana will pay with the c/c.
 - ii. Whoever picks it up will get the receipt or a picture of the receipt and send it to the Treasurer (Cindy), right away.
 - iii. It is very important this be done ASAP because the Treasurer has a very short period of time to get the receipt uploaded into the City Clerk Funding Portal.
- c. Nina asked if he 2018 Fireworks were paid to Pyro Spectaculars because she has heard rumors on social media that STNC has not processed or made the payment.
 - i. Fireworks have been fully paid by the STNC in the amount of \$7,000 and payment has been sent direct to the Fireworks vendor, Pyro Spectaculars and this is shown on the June MER as the check having been sent but not yet cashed (cleared the bank) yet. Yes, it has been paid in full.

5. Discussion/Action: STNC 2019 elections

- a. Cindy would like to relay her past experience with elections.
- b. Cindy read info from the city (as noted on the agenda of this meeting).
- c. Fireside Chat and talk about the latest updates Cindy has heard.
 - i. Date of STNC election has not been confirmed.
 - ii. Our Region # talk of changing from Region 1 to region 5, also not confirmed.
- d. Handout of the budget that the board approved the other night.
 - i. For Elections \$13,270.00 approved so far.
 - ii. Spreadsheet from a 2016, showing
- e. Cindy shared that in the past the committee made a list of things they would like to spend money on.
- f. Spreadsheet noted that estimates were received.
- g. Board will need to have a special meeting to approve the filing form that needs to be turned in by 1st of August.
 - i. Where to hold the election; give at least 2 location choices.
 - ii. Hours of election
 - iii. Languages ballots to be in.
 - iv. Election Board contact = Chair and secondary contact
- h. Not sure where the Board is at or if the Executive Committee has done anything about putting together an Election Committee.
 - i. Since it involves funding wanted to get things started in this committee.
 - ii. The City has authorized each NC to spend money to hire a neutral person that does not live in the community to oversee and be the Election Chair.
 - iii. Approx. \$2,000. The board could vote to spend that money to hire someone to supervise all of this and to see that all the details are handled properly and coordinated back and forth.
- i. Bill S. suggested that the Budget committee fill in the form as much as we can and suggest a Chair.
 - i. Look further into hiring an outside neutral person to Chair the committee
 - ii. The chair is a huge responsibility/task. A lot of moving parts. A lot of work.
 - iii. Whoever is chosen to Chair within the community, no matter who it is, is going to meet with an objection because they will be seen as having an affiliation with one side or the other.

- iv. The Chair can get guidance from the City Clerk and there are workshops to attend.
- v. Suggestion to also hold meetings with other nearby NCs for ideas and maybe group newspaper ads.
- vi. Hold meet and greets: suggest current board have conversations as what they do as a board member.
- vii. Consider holding a Rally in the Valley event and ask the City Clerk come to sign people up. Not sure if they will do it this time.
- viii. Once Candidate filling closed, hold forums
- ix. Our NC needs to reach everyone.
- x. Make sure the STNC website has the detailed information before candidate filing opens.
- j. Any suggestions for a Election Chair?
- k. Locations were discussed:
 - i. Sunland Park, Commerce Center, Bolton Hall. Best if middle of town and on Foothill and of course adequate parking. All agreed VONS was a perfect place, very visible and got people's attention while driving on Foothill or stopped to shop at VONS or to the bank. Commerce Center is not as visible.
- l. All agreed the Budget Committee would fill out the form to a point then let the Board and other committees finish.
- m. Six months before the April 2016 elections plans were started and Cindy had a schedule/record of all the events and reports done.
- n. Budget committee suggestion for the Election Committee:
 - i. Location: North Valley City Hall (with the request that the city's vehicle not allow parking that day), VONS parking lot Sunland Park.
 - ii. Hours: noon to 6pm
 - iii. Translation – after the 1st selection the NC's cost is \$200 per language
 - iv. Candidate filing form = additional Spanish, Armenian and possibly Korean
 - v. Voting form = additional Spanish, Armenian and possibly Korean
 - vi. Polling place interpreter = Spanish, Armenian and possibly Korean
- o. Nina Motion to submit the draft to the Elections Committee, 2nd by Bill
 - Motion passed, all agreed.

6. Public Comment on non agenda items = none

7. Future Agenda Items

- a. Need to follow up on past approved various NPGs and things which have been funded with a "Project Follow-up/Completion Form"
- b. Bill asked if we have a list, can be pulled up from the MER.
- c. This form is actually part of the NPG packet.
- d. Due date, if not on the form we should require one.
- e. Let's put this off for a month or so.

8. Future committee meetings schedule

- a. TBA. Approx.. Aug 15th was mentioned.

Meeting adjourn 6:54pm

NOTATION: This was the last Budget & Finance Committee meeting held while Cindy Cleghorn was Treasurer