

Sunland-Tujunga Neighborhood Council
SPECIAL BUDGET & FINANCE COMMITTEE MINUTES

Meeting date: November 7, 2018 – MINUTES Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

1. **Meeting called to order** 7:05pm by Sandy Capps, Treasurer & Chair
 - a. Committee members in Attendance: Sandy Capp, Bill Skiles; Pati Potter; Rick Ramirez, Cindy Cleghorn
 - i. Quorum met.
 - b. Pati Potter assigned as minute taker
2. **General Announcements:**
 - a. Homeless count is going to be Monday January 22, 2018 5pm to 11pm.
 - b. NC Budge Training meeting Nov 14, 2018 in South Central area of LA.
3. **Public Comment on Non-Agenda Items:**
 - a. Table cloth quote, will bring it again to the Outreach Committee before presenting to the Budget and full Board.
4. **STNC Monthly Profile/Funding Balance for Fiscal Year 2018/2019:**
 - a. October 2018 MER breakdown showing what spent, what is outstanding with net available \$33,395.16.
 - b. CIP and NPG budget amounts were submitted based on last fiscal year spending.
 - c. Based on the YTD spending we need to revisit the allocated fund/budge on these 2 categories and bring it to the Board for vote, ie: transfer funds from the CIP into the NPG budget.
 - d. No decision made on the amount to move until we have a better idea of the Election Budget.
 - e. Sandy explained what you see when you go to the Dash Board on the Funding site.
5. **NPG Applications/Events Updates:**
 - a. Following new NPG's request have just been received:
 - b. Pinewood Elementary School = \$5,000
 - i. questioned should this or can this fall into CIP budget instead of NPG
 - ii. Mr. James Lee, Principal of Pinewood Elementary School, gave presentation of what they hope to do with the NPG.
 - Cindy motion to move this to the Board for funding from the CIP budget; Pati 2nd
 - c. Hanukkah in the Foothills = \$1,000 (Rotary is now the sponsor) Dec 10, 2018
 - i. This has been sent to the Executive Board agenda – NPG thru the Rotary
 - d. Sunland Park Winter Wonderland = \$3,500 this will be a co-sponsor so the amount requested might be less,
 - i. Form is not complete as of this meeting.
 - e. After voted on NPG/CIP on then request then ask the Board to have the budget
6. **2018/2019 Election Budget:**
 - a. \$13,000 (plus change) – goal is to come up with spreadsheet of the plan on how the monies will be spent. Sevada, Election Chair – passed out agenda items that were provided by DONE as a guild line regarding Election/Outreach.
 - b. Election Committee is now having 2 meetings a months.
 - c. At the next few Election meetings, they will look closely and submit a line item break down.
 - d. Sevada asked for clarification - Does the Board have to approve each line item or is it at the discretion of the Election Committee how the \$13,000 (plus change) is spent?
 - i. Since funding is now under the City Clerk, the rules have changed and the Board needs to approve all.
 - ii. The election committee needs to submit a detail breakdown, including Vendors, for the Board to approve.
 - e. Mentioned that Sandy will be requesting the Board to approval an additional Credit Card for her.
7. **2 Unpaid/Outstanding invoices for Insight Investment:**
 - a. 10/31/17 \$84.30 and 8/31/18 484.30 – Sandy could not find these were paid.
 - i. Pati will look through the past info on payment and get back to Sandy; she thinks they are paid, particularly the 2017 invoice.
8. **Outstanding invoices needed for payment:**
 - a. Not received a Bridgegap invoice since Sandy took office, records show the last invoice received was for July.
 - b. Minutes received for August and Sept but not the invoice.

9. Future Budget Agenda Items:

- a. All Banners need to be turned back into the office.
 - i. Sandy wants to request tubes for the banners to be kept in.
 - ii. Cindy has about 6 that she rescued from being thrown out in one of the moves.
- b. Internet = request internet for the building/community hall, need to look into it now even if separate from the other offices in the building, STNC had it in the past at the approx. cost of \$140 a month
- c. \$200 for the Valley Alliance of Neighborhood Councils (VANC) March 14, 2018 for the Best of Award.
 - i. Can be on the December budget agenda
- d. And think about what the STNC had done for submission for the "Best Of Award" of the Valley NC's

Next meeting Dec 5, 2018

Meeting adjourn 7:20pm

Minutes approved at the Dec 5, 2018 meeting.