

**SPECIAL JOINT BUDGET & FINANCE COMMITTEE MINUTES**

Meeting Date: February 26, 2020 ♦ Sunland Park Club House

1. Call To Order: 6:02 pm by Sandy Capps, Chair
  - a. Nancy Shannon assigned minute taker
  - b. Committee in attendance: Sandy Capps, Pati Potter, Bill Skiles, Claudia Akin, Nancy Shannon and Cindy Cleghorn
  - c. Others in attendance: Nina Royal, Victoria Lopez (VHHS), Roger Klemm (Rotary), Carol Hutchinson
2. General Announcements: Pati stated that the cell tower off the 210 freeway has requested to raise it from 45 ft. to 64 ft.
3. Public Comments: None
4. Discussion/Action: To approve January 29, 2020, Budget and Finance Committee meeting minutes. Claudia motioned/Nancy 2<sup>nd</sup> All approved.
5. Discussion/Action: Status on outstanding expenditures and board voted on items not purchased. Nancy motioned/Claudia 2<sup>nd</sup> Discussed what is still pending: Outreach boxes, shirts, Aladdin Jumper for Spring Festival, Self Defense Class. Sandy also updated regarding the weed whacker reimbursement and the reasons behind it and her communication with Paola from the city. Pati shared her excel sheet listing all financial activity for this FY (encumbered and unencumbered – Thank you Pati!) Sandy verified that the Amazon charge for \$48 is for the VGA Adapter and the \$20.33 is for batteries.
6. Discussion/Action: Nancy Motioned/Claudia 2<sup>nd</sup>. Current Monthly Expenditure Report and Balances (MER). MER is up to date All Approved.
7. Discussion/Action: To approve NPG for \$1,804.28, for VHHS band drum equipment. Nancy motioned/Claudia 2<sup>nd</sup>. Cindy recused herself due to prior relationship with Victoria. Nina would like to know how the STNC will get recognition. Sandy clarified what the city has stated regarding NPG's and the requirement/parameters of their use. Victoria stated it would be on their website, school paper and the banner they will have made recognizing all sponsors that they will have at all their events All approved.
8. Discussion/Action: To approve NPG in the amount of \$1,500 for Tujunga Little League building supplies for a softball backstop Nancy motioned/Claudia 2<sup>nd</sup>. Nina would like to know how the STNC will get recognition. Cindy stated that NPG's are no "Outreach". When the NPG's are presented to the General Board, the applicant can then state their need and how the STNC will get recognition. The Budget and Finance Committee is only advisory as the Board has the final vote. Discussion regarding item on the NPG that will need correction/clarification prior to the General Board meeting. All approved.
9. Discussion/Action: To approve NPG in the amount of \$2,500 for S-T Rotary for Community 4<sup>th</sup> of July Parade. Claudia motioned/Nancy 2<sup>nd</sup>. Roger stated funds will go towards Golf Carts, printing and outreach. He stated that the local Rotary is in the process of getting their own 501C3, as they have in the past used the Rotary Districts. All approved.
10. Discussion/Action: To approve up to \$800 for Region 2 Community Outreach event at Howard Finn Park on April 18, 2020 (date pending). Claudia motioned/Nancy 2<sup>nd</sup>. Discussion regarding what has been approved previously for all Regions. Glen is working with the Parks Dept. regarding permits and paperwork. All approved.
11. Discussion/Action: To approve up to \$492.75 for 1,000 4 X 6 magnets from vendor Sunland Printing. Nancy motioned/Claudia 2<sup>nd</sup>. Cindy is working on updating the phone numbers that have changed since its last printing. Discussion regarding best color for magnet. All approved.
12. Discussion/Action: To approve \$160.67 to vendor Tamperproof Screw Co., Inc., for LAPD installation of tamper resistant license plate screws for community vehicles. Claudia motioned/Nancy 2<sup>nd</sup>. This request came from Jon Von Guten and the Neighborhood Watch Committee. Foothill Division receives money from all the NC's in their area and these screws are used throughout as well. It has been over 3 years since we last donated. All approved
13. Discussion/Action: To approve \$11.68 to Insight Investments for property tax on old copier lease. Claudia motioned/Nancy 2<sup>nd</sup>. All approved.
14. Discussion/Action: To approve up to \$500 for refreshments and waters for future STNC outreach and tabling events. Nancy motioned/Bill 2<sup>nd</sup>. Discussion on the benefits to having items for the public when the STNC has their table out at community events. All approved.
15. Discussion/Action: To approve up to \$2,500 for purchase of STNC promotional outreach items for STNC tabling and outreach events. Nancy Motioned/Claudia 2<sup>nd</sup>. Claudia asked Nina for specific list of items. Nancy asked Nina for an inventory of what items Outreach has on hand. Cindy stated that it is better to buy smaller quantities of various items. Nina stated to postpone this Agenda item so she can come back with requested information. All approved to postpone.
16. Discussion/Action: Next Budget and Finance meeting March 25, 2020, at Sunland Park Clubhouse at 6pm. All approved.
17. Adjourned at 7:13pm