

Sunland-Tujunga Neighborhood Council
SPECIAL BUDGET & FINANCE COMMITTEE MINUTES
Meeting date: May 3, 2018
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

1. **Meeting called to order at** 6:42pm by Cindy Cleghorn, Treasurer Chair
 - a. **Committee members in Attendance:**
 - b. Cindy Cleghorn; Nina Royal; Bill Skiles; Sandy Capp; Pati Potter = quorum met.
 - c. **Others in Attendance:**
 - d. Hrant Vartzbedian; Jon VonGunten; Karen VonGunten; David Barron; Lydia Grant
 - e. Pati Potter was assigned Note Taker
2. **STNC Strategic Plan, Outreach Plan for board Recommendation:**
 - a. Still looking for a volunteer(s) to take on this task and fill this paper work out. Required to be submitted in the portal. New version need to be drafted and submitted to the board. CIS mentioned that the records show STNC has not turned any in.
 - b. Funding info given out giving the deadline dates which this committee needs to be aware of.
 - c. Outreach plan/awareness meeting was held that Nina on Monday attended, important because of funding that will be asked for and to plan, keep this in mind for the rest of this meeting etc.
3. **Funding items previously approved and their status:**
 - a. Bill Skiles explained the summery he handed out on where we stand.
 - b. He looked back on the MER showing what has been paid.
 - c. From this he was able to determine the recurring expenses that need to be accounted for in this fiscal year.
 - d. He then listed the Funds Request that were turned in in the last few days. Those request documents are on the google drive for everyone to look.
 - e. Adjustments were made to this 1st summary,
 - f. Insight has confirm only 3 invoices open;
 - g. Konica still working on the outstanding amt,
 - h. refreshment increase to take into consideration of a TownHall meeting with LAPD end of May.
 - i. In addition 5/4/18 meeting agenda has additional items that were previously approved by the Board but were never paid out or listed to be paid.
 - j. 5/4 meeting discussion/action on what needs to be requested and approved at the 5/9 General Board meeting and/or which can be pushed to the next fiscal year.
4. **Motion to approve:**
 - a. Outreach banner – tabled – duplicate of what is on Bill’s summary
 - b. PESA – Lydia gave presentation of the program.
 - i. Nina moved to support 2nd by Pati Committee unanimously agreed
 - ii. Item will be added to Summary list
 - c. Post office box – Pati removed from consideration, will bring it up next fiscal year.
5. **Misc.**
 - a. More discussion of the Little Landers and Make it Happen NPG paper work and wondering why those were not approved and/or paid. Lydia will make a call on Friday to see what info is still needed.
 - b. It should show on the portal even if encumbered.
 - c. Cindy had forms, such as Event forms and NPG forms for whoever needs.
 - d. If you know anyone that has funding request or issues they need to bring it up at the 5/4 meeting.
 - e. Need help to go thru past agendas and minutes in the next 24hr.

Next Meeting: May 4, 2018 at 6:30 p.m at the Elks Lodge downstairs room

Meeting adjourned 8:07pm