

Sunland-Tujunga Neighborhood Council
SPECIAL Board and Budget & Finance Committee Minutes

Meeting date: Wednesday May 30, 2018 –
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

Please note some items have been moved around from the agenda original line up.

1. **Meeting called to order at** 6:54pm by Cindy Cleghorn, Treasurer and B&F Chair
 - a. **Board Members in attendance:**
 - i. Dana Stangel; Janelle Hussion; Sevada Hemelians; Cindy Cleghorn; Marlene Hitt; Mark Seigel; Pati Potter; Lydia Grant.
 - ii. Amelia Anderson and Hrant Vartzbedian came in late.
 - iii. **Quorum not met by the Board**
 - b. **Budget & Finance committee members in Attendance:**
 - i. Cindy Cleghorn; Pati Potter; Nina Royal; Sandy Capp and alternate Janelle Hussion .
Quorum for the B&F committee was met.
 - c. Pati Potter assigned Note Taker for the B&F committee
 - d. Because the Board did not meet quorum no STNC Board issues will be done, only B&F issues
 - e. Cindy thanked everyone for coming in. It has been a busy month working on funding items and wanted to bring the Board up to date before the close of the check writing date which is June 1st. She then introduced the B&F committee. Everyone on the committee worked very hard on some sort of task, please acknowledge them whenever you can, it has been a lot of work.
2. **Approved minutes from the 5/24 B&F meeting**
 - a. Copies are at the back of the room and will go be put up on the web site.
 - i. (2 sets; the ones without DRAFT are the ones to be approved after the Draft version was cleaned up)
 - ii. Everyone please read these minutes; many points were made regarding such things as Firework funding is in the hands of the City. Project Competition Forms/reports are to be done for all event and NPG. Credit card is not yet in Dana's hands. Handout draft of the Budget and Strategic Plan and Cindy explained that each committee should put it on their agenda and hopefully at the July meeting the Board can vote on next year's Strategic and Outreach plan. Cindy and Sevada talked to Web Corner about updating the STNC web site, Web Corner gave a proposal/quote and were hoping the Board had made quorum tonight to talk about this. Please see hand out. Cindy gave a recap of these and other items in the minutes.
 - Pati motioned that we accept – 2nd by Nina
 - b. Discussion – question were asked or brought up regarding things/item that did not happen at this meeting. These are minutes that were discussed at the meeting so the discussion has nothing to do with these minutes of the B&F and since the Board does not have a Quorum need to get back to approving these minutes.
 - c. Comment about the Chamber not thanking the STNC for giving funds was brought up.
 - d. Correction to the minutes #10 need to be corrected to Beautification committee.
 - e. Sandy asked to clarify if the STNC Sponsors a National Night Out in Tujunga does that mean Funds for National Night Out in Sunland Park can't be requested? Cindy's replied was that this request was submitted at this 5/24 meeting that is why it is in minutes, if Sandy wants to also submit a request by all means do so. Keep in mind events need to have the full Board approval at least 30 days in advance of the event.
 - f. Bridgegap – these are recommendation that will go to the board, any other conversation on this is to be done at the Board meeting where there is a quorum. Right now we are only approving the minutes.
 - Motion amended to: Accept minutes of 5/24 B&F meeting with correction.
 - i. All approved
3. **Review Drat of the STNC Strategic Plan**

- a. Already discussed in above item 2 and see link on the agenda.
 - b. Would be great if it could be posted on the STNC web site.
 - c. Mentioned that this is still required but the Dept. might or has adjusted the packet and will require more stakeholders' involvement.
- 4. Public Comment-non agenda items**
- a. Sandy – Were all the NPG taking care of?
 - b. Lydia - One the NC uses Apple One as their minute service and they pay \$285. Question keeps coming up but we are paying less than other NC.
 - c. Ricardo Benitez – thanked the STNC for helping to fund the Fireworks
 - d. Sandy – problem there were months of no minutes but Bridgegap contract says no employ of the contractor can be or was an employee of the City... The accusation is that someone is an employee of the city.
 - e. Pati – is anybody here an employee of the city, currently or past or future?
 - f. Mark – The City has never paid \$700 for a ham radio antenna. He has never received any gear from the city.
- 5. Clean Streets Challenge award of \$1,000 and \$750.**
- a. Please place this on the Outreach and Beautification agenda for a new project. These funds are in a separate bank account, different application/form is to be submit to the city.
- 6. Finalize funding for FY 17-18 for checks or credit card**
- a. Short 1 person to make Board quorum so no action could be taken,
 - b. B&F commission was able to discuss: The hope was to get approval from the full board tonight to get checks written in this FY: Konica moving of the copier, reimbursement to Dana and Linda for the retreat refreshments, and to present the Web Site. We can get approval at the June meeting and then pay Konica with a credit card and also Web Corner but we will need to get special permission to go over the \$1,000 monthly limit on the credit card.
 - c. Also item 7c and d.
 - d. Lydia pointed out that when funds are frozen the City still pays the normal monthly expensive so why are they not paying Ring Central and Constant Contact, which require credit card only. Constant Contact has extended our payment time until 6/5, and Ring Central has already temporally suspended out phone until paid. So should the dept. pay these with their credit card? Question was asked if a board member could pay with their personal credit card, and yes that was thought of but to pay Ring Central you have to have a log in code, Dana will look to for the log in.
- 7. Items for Next STNC Board Meeting**
- a. No action
- 8. Announcement from the Committee**
- a. None

Meeting adjourned 7:38pm