

AGENDA

Budget & Finance Committee Meeting

Friday November 15, 2019 12:30 pm – 1:30 pm

Location: Jayde's Market @ the Glen Centre 2964 N Beverly Glen Cir, LA 90077

Public Comment: The public is welcome to speak. The meeting is being audiotaped. We request that any person wishing to speak, please fill out a Speaker Card, and agenda item #, and submit it to the presiding officer. These are a public record. A separate card should be filled out for each item on the Agenda. Comments on items not up for consideration on the Agenda will be heard during Public Comment. Public Comment is limited to 3 minutes per speaker unless waived by presiding officer.

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1. **Call to Order** – Philip Enderwood, Chair, Budget & Finance Committee
2. **Budget & Finance Committee Roll Call** – Philip Enderwood, Chair
 - a. Robinson Farber
 - b. Robin Greenberg
 - c. Kristie Holmes
 - d. Heather Roy
 - e. Cathy Wayne
3. **Motion:** Approval of November 15, 2019 Budget & Finance Committee meeting agenda.
4. **Public Comment:** The Committee welcomes comment on any topic not agendized herein, within jurisdiction of this committee.
5. **Update:** by Chair, Philip Enderwood
 - a. The current financial officers of the BABCNC are: (i) Philip Enderwood, Treasurer, (ii) Robert Ringler, 2nd Signer and the 1st Bank Cardholder and (iii) Robin Greenberg, 2nd Bank Cardholder.
 - b. There are four important dates for the NC Funding Program:
 - i. Last day for Check Payments – June 1
 - ii. Last day for Bank Card Transactions – June 20
 - iii. Last day of Fiscal Year – June 30
 - iv. First day of FY – July 1

- c. The following funding motions and their associated BACs were approved at the October 23, 2019 board meeting:
 - i. September 2019 MER
 - ii. Invoice from Google for services rendered in June
 - iii. AJU bank card transactions for services rendered in May-June
 - d. Snapshot of current budget and spending as of November 15, 2019
6. **Discussion & Review:** Determine if vendor line items, as reflected in the most current budget, match their respective expenditure category/categories.
 7. **Discussion & Review:** Planned spending by the Board for the remainder of 19-20 FY.
 8. **Discussion & Review:** Identifying recipients for Neighborhood Purpose Grants.
 9. **Discussion & Review:** Locating sites and associated City of Los Angeles infrastructure for Community Improvement Projects.
 10. **Discussion & Possible Motion** To approve October 2019 Monthly Expenditure Report (Attachment A)
 11. **Discussion & Possible Motion:** To authorize \$1,177.13 for Getty Fire Town Hall event, which includes food service for 100 with cookies @ \$4.00/per person = **\$525.60**; coffee, hot tea and water, \$3.50 per person **\$459.90**; waiter for Monday evening, (when no staff) @ **\$175.00**; plus 20% service charge and 9.50% sales tax, for a **total of \$1,177.13**. (Attachment B)
 12. **Discussion, Review & Possible Motion:** To approve two Inventory Reports from NC Funding Program (Attachments C & D).
 13. **Discussion & Possible Motion:** To recommend the Board establish a clear set of responsibilities and work protocol for the Board Administrator.
 14. **Discussion & Possible Motion:** To approve estimate from vendor Liberal Art in the amount of \$5,900.00 for design, development and services. \$350 a year for hosting. No maintenance fees. Site to be live 4-8 weeks. Terms: 50% due at project initiation, 50% at launch. (Attachment E).
 15. **Good of the Order:** Discuss revising the 19-20 FY budget once more.
 16. **Adjournment**

Next Meeting Date: TBD

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