



ATTACHMENT "A"

DRAFT MINUTES

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

1. **Call to Order** – Philip Enderwood, Chair, Budget & Finance Committee, called the meeting to order at 12:45 pm.
2. **Budget & Finance Committee Roll Call**
3 Present: Philip Enderwood, Chair, Robin Greenberg & Cathy Wayne
3 Absent: Robinson Farber, Kristie Holmes & Heather Roy
3. **Motion**: Approval of November 15, 2019 Budget & Finance Committee meeting agenda.
Moved by Cathy; Seconded by Robin; 3/0/0; passed
4. **Public Comment**: None.
5. **Update**: by Chair, Philip Enderwood – Philip reviewed the following:
 - 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:
Philip gave update, noting that we are spending funds on staffing; he is hoping to institute protocol for administrator.
Robin asked if the 5 committee chairs can have each committee chair do their own agenda and minutes and distribute to Cathy to distribute to committees, webmaster and agenda to the city. Philip noted we need to standing rules.
Motion: To propose to the Board that the following committee chairs be responsible for creating their own agendas & minutes: EP, Traffic, Outreach, Budget and Finance, and all ad-hocs;
moved by Cathy; seconded by Robin; 3/0/0; passed.
Motion: To propose to the Board to reduce printing costs by using the projector to show agendas; moved by Philip; Cathy asked that we begin by asking the board how they stand on this; take a survey; 3/0/0; passed.

6. **Discussion & Review:** Determine if vendor line items, as reflected in the most current budget, match their respective expenditure category/categories. **Deferred**
7. **Discussion & Review:** Planned spending by the Board for the remainder of 19-20 FY. Discussion was held as to upcoming expenditures to include polo shirts, EP placards being worked on, which will need a new quote when ready to produce, swag including pens of which Philip noted that there are funds budgeted for swag. Cathy W. suggested meeting in January to do inventory.
8. **Discussion & Review:** Identifying recipients for Neighborhood Purpose Grants.
 - a) Discussed public schools including Wonderland who is building a new kindergarten, and Roscomare, for their annual fair in May;
 - b) Discussed six possible organizations/institutions including.
 - Let's Build a Mountain,
 - Keep Bel Air Beautiful,
 - Citizens for Los Angeles Wildlife (CLAW),
 - Los Angeles Conservancy,
 - Santa Monica Mountains Conservancy,
 - Laurel Canyon Land Trust.
 Discussed need to evaluate impact giving to these would have.
9. **Discussion & Review:** Locating sites and associated City of Los Angeles infrastructure for Community Improvement Projects. Philip mentioned LA Conservation Corps, which hires people to clean up vegetation; as promoted by CD4's Councilmember David Ryu. It is a nonprofit doing great work, and also has a relationship with Board of Public Works.
10. **Discussion & Possible Motion** To recommend that the Board approve the October 2019 Monthly Expenditure Report (Attachment A) **Moved** by Philip; **seconded** by Cathy; **3/0/0**; **passed**.
11. **Discussion & Possible Motion:** To recommend to the Board to authorize **\$1,477.13**, to include: \$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 & 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) and to **add an estimated possible \$300.00, per the Outreach Committee,** in additional fees for use of hand-held microphones for the speaker's table, and possible projector, for a **total of 1,477.13** **Moved** by Robin; **seconded** by Cathy; **3/0/0**; **passed**.
12. **Discussion, Review & Possible Motion:** To approve two Inventory Reports from NC Funding Program (Attachments C & D). **Postpone**
13. **Discussion & Possible Motion:** To recommend the Board establish a clear set of responsibilities and work protocol for the Board Administrator. **Discussed above.**
14. **Discussion & Possible Motion:** To **decline** 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) **moved** by Cathy; **seconded** by Robin; **3/0/0** **passed**.
15. **Good of the Order:** Philip tendered his resignation as Treasurer; will continue on as board member and committee member. **Motion:** To ask board who would be Treasurer in Philip's place.
16. **Adjournment** The meeting adjourned at 1:45 pm **Next Meeting Date: TBD**

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