



**Bel Air-Beverly Crest Neighborhood Council Budget & Finance Committee Meeting (Virtual)**

**Monday June 13, 2022 12:00 PM**

**DRAFT MINUTES**

Name	P	A	Name	P	A
Nickie Miner, Chair	X		Vadim Levotman, Treasurer	X	
Robin Greenberg VP of Ops	X		Cathy Wayne	X	
Jacqueline Le Kennedy		X	Robert Garfield	X	
Robinson Farber	X		Travis Longcore, Ex Officio	X	

Chair Miner called the meeting to order at 12:02 pm, the salute to the flag was recited and roll called with 6 present and 2 absent. The June 20, 2022 Agenda was approved as moved by Member Wayne. The September 27, 2021 Minutes (Attachment A) were approved as moved by Treasurer Levotman.

There was no public comment on topics within the Committee’s jurisdiction not on the adopted agenda.

**Discussion & Possible Motion:** Review figures and all contents in Attachment B and adjust as needed for the FY 2022-2023 Administrative Packet, for Board approval on June 22, 2022. Treasurer Levotman reviewed last year’s amended budget and what was spent, noting that the maximum we can roll over is \$10,000 and anticipates starting the next FY with \$42,000.00. The committee reviewed all contents of the Administrative Package and made the following recommendations:

**Motion:** Purchase Acrobat Pro for \$180.00, approved as moved by Wayne. **Motion** Purchase a new laptop to include taxes, repair, insurance & upgrades for up to \$1,000 passed by all 6 present and voting.

**Motion:** To accept the complete Administrative Package with figures and leases and agreements as determined at this meeting to include: Staffing \$20,000, meeting space \$2,000, website maintenance \$3,000, Office, Internet & Tech \$800.00; Office/Operational Miscellaneous \$290; Google Workspace \$3,000, Phone/GoToConnect \$410.00; Office Supplies \$1,500, PO Box \$450.00, Outreach \$1,250 (\$1,000 Mailers, Banners, etc & \$250 Social Media), Elections \$4,000, NPGs \$5,300, Community Improvement Projects \$290.00; and, under “Leases and Agreements” continue Treasurer Levotman, Ringler 2<sup>nd</sup> Signer, Ringler bank card holder, Greenberg 2<sup>nd</sup> bank card holder, office location at WLA Municipal Building, #103-4, meeting location at AJU and same post office location on Santa Monica Blvd; moved, seconded and approved by all 6 present and voting.

**Motion:** Miner will write letters to two members who are not attending, passed as moved by Greenberg.

The meeting adjourned in honor of Dr. Garfield’s birthday, at approximately 1:50 pm with next meeting date TBD.