

Sunland-Tujunga Neighborhood Council
SPECIAL BUDGET & FINALE COMMITTEE MINUTES
Meeting date: June 11, 2018 – MINUTES
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

1. **Call to Order:**
 - a. Meeting started_ 5:45pm by Cindy Cleghorn, Treasurer & Chair
 - b. Committee members in Attendance:
 - i. Cindy Cleghorn; Nina Royal; Bill Skiles; Sandy Capps; Pati Potter = quorum met.
2. Comment from the Chair (Cindy): It is not her intention to stay in the Treasurer position but she wants to make it known that whoever is interested in this position should be participating in these meetings so they can see what the position requires, how involved it is, the liability, responsibility, time commitment. This committee had to do a lot in 40 days and while that may not be the case going forward, it is important to be on top of the STNC's funding matters. The sooner that someone is seriously interested in this position and participating in these meetings, the better. This means all Budget & Finance Committee meetings. This will show that you are interested, care about the community and desire to become informed how the NC funding system works. As Treasurer you also see that the City and STNC try our best to make everything work. We have challenges and a lot of NCs have worse challenges. NC election will be coming up next year and for the STNC it is all about getting people to know about the STNC and the NC system. Some of us have been around a long time and we can help with a lot of knowledge and best practices for new people who want to serve to improve our community.
3. **Approval of the 5/30/18 minutes**
 - a. Pati Moved to accept, 2nd by Nina
 - 4 Approved; 1 abstention by Bill who was not at that meeting
4. **Public Comment not on the agenda - none**
 - a. Is the person that made a motion to the STNC for an Event responsible to speed the monies and/or follow-up? It is very important for all to understand.
5. **Review and approve May MER – 80 pages**
 - a. The NPG Budget is over by \$10k, so the Budget needs to be adjusted, take from Office/Outreach.
 - i. Noted all year long that the budget can and will be adjusted throughout the year to allow for things not anticipated at the beginning of the Fiscal year.
 - b. City does not have plan in place to hold back the \$6,000 for next year's election. We will need to spend this money now on other items.
 - c. Credit Card has not yet been issued and won't be by June 20. All payments will be processed by check.
6. **Funding Request.** Following funding requests were reviewed by the committee:
 - a. \$800. Correct to read Polo Shirt, not T-shirt.
 - b. \$200. Parade, no one has yet asked for this but in case it is needed, we will ask for approval now in case at the last minute it is found needed for the decorations for the Board members riding in as participants in the parade. The Board indicated there is enough from last year but "Just" in case.
 - c. \$500. EZ up – Sandy confirmed the one we have is broken and the legs are junk. To include STNC signage printed.
 - d. \$1,500. For use in Sunland Park event – is there anything we can spend money on in the Park such as buy the item now to use at future events in the park?
 - e. \$8,000 Remainder fund – had hoped any remaining fund would go to election, which can't happen. Suggestion to give to the Congress of NC. This amount will be adjusted to allow for other expenditures that come in. If the remaining funds are not used it will go back to the City's fund. Therefore, this amount is just in case we have nowhere else to spend left monies and if the City approves. The board approved reserving for elections prior to June 1.
 - f. \$180.18 Bridgegap – this Invoice is for the May board meeting minutes. Discussion included that the board already voted for limit on time and dollar amount and this invoice is under those limits.
 - g. No need to request increase to the credit card daily amount
 - i. Pati moved that we approve these recommendations to the board, 2nd by Nina
 - 4 yes and 1 abstained (Sandy abstained because she is involved _____ in one of the items)
 - ii. Motion passed
7. Discussion/Action regarding Sunland Printing invoice paid but items not received:
 - a. Purpose of this discussion was to clarify the history and board's vote. It should not have happened this way where a vendor is paid in advance for items not ordered. Everyone wants it to work so the board is going to

review a modified order and it is the understanding that the City will accept the modified invoice/order. The City would just as soon have the money paid back to them (the City) because it should not have happened this way. When you have an invoice, it must give full description items. Important to emphasize that going forward for whoever the Treasurer is in the future or whatever meetings there are, you must have things detailed as much as possible. None of the items on the original paid invoice for bus shelter prints; yard sizes, banners, postcard had art work or mock ups as part of the package that was sent to the City. Stakeholders in the audience said there was artwork done. If there was artwork then the vendor, Sunland Printing, could have produced the items. Artwork vs. STNC logo is a mis-communication. The board formed the Safe Streets Ad-hoc committee and that committee will present new/different artwork to the board for their approval so Sunland Printing can fulfill the order for payment already received. The light pole banners will still be produced.

- b. Status of credit card items – not applicable at this point since the City has not yet issued the credit card but Cindy has arranged with the City for them to issue checks for those items, including invoices still not presented. Note: Invoice and mock up of the product, normally the City will not approve a payment until goods are received, however when the vendor’s terms are Payment in Advance, make sure the invoice and agenda shows those terms and it is voted and noted in the BAC showing those terms. It goes downtown for review by the Funding Dept. they need to approve Advance payment. The City should approve it before the order is started. Also we have heard there are new rule/regulations when dealing with artwork, the City Attorney now needs to approve the artwork. However when paid by the card, to stay out of trouble it still needs to be approved beforehand. Also orders over \$1,000 require advance approval from the City Clerk first.
 - c. Inventory for July approval: Asking for help to go through inventory as noted on the list the city sent (Pati has the list), needs to be done for the July General Meeting.
 - d. New/updated web site = on the General Meeting agenda will have motion that Sevada chair the Ad-Hoc committee, if you are interested in helping with these please contact him.
 - e. Strategic & Outreach plan – draft dated 5/23 Bill S. wrote the draft as a starting point. DONE request that we submit this kind of a plan each year and submit this on their web site in order to be funded. The nomenclature is DONE’s words. We need more people than Bill to supply this info. He is on the STARC committee so he was able to fill in their information but the rest of the committees also need to do so. This will be the map of what each committee wants to do for the next year. This will help create the budget. This is a draft plan. The Big Score shows the worth of the committee, if nothing was accomplished then why is the committee existing. In addition, yes 2 or 3 committee can have the same accomplishment by working together. Committees need to have this on their agendas.
 - f. Funding Request form/Procedure –working to get a process starting with filling in this form (need copy) it is brought to the Budget committee. The applicant would then be given additional forms as needed (NPG or Event form). Those are submitted to the Budget committee with the full packet, including samples, mockups etc. The committee will go over and review to the committee’s ability and then go to the board for their approval.
 - g. Contact with the City Clerk – such as issues with Sunland Printing. Different people have been calling the City Clerk asking general questions with the clerk responding “Yes you can do that” but there are times the clerk does not give you full info such as what documentation you need to supply or if the City Attorney’s office needs to approve. So regardless, you need to submit proper and full documentation through the STNC first. That starts here at the Budget & Finance Committee.
 - h. Flags on missing receipt and BAC – Sandy was thanked for getting receipts from old purchases.
8. Announcements
- a. Tentative date for next meeting = June 27th but that may change so keep an eye on the calendar.

Meeting adjourn 7:00pm